European Commission

User Manual
Import certificates
Part I

Intended for..

Economic Operators

(Non-EU)

Submission of...

IMPORT

Veterinary certificate to EU

TRACES

TRAde Control and Expert System

Health and Consumers

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I. Introduction

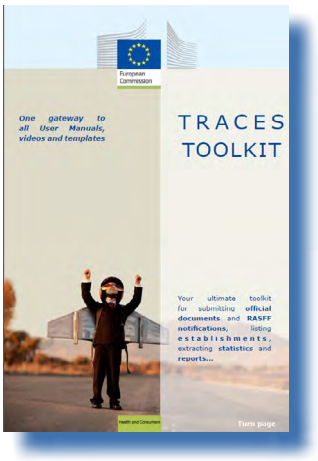
I.1. Scope of the 'Import certificates' user manual - Part I

This user manual describes the main principles and functionalities of TRACES for the **submission** (Part I) of the following import certificate to the competent authority at non-EU level:

- **IMPORT**: [1] Veterinary certificate to EU

Where needed, the descriptions are accompanied by screenshots of the TRACES user interface, so as to better illustrate the look and feel of TRACES.

The aim of the user manual is to help you speed up your work, while avoiding inaccuracies and typing slip-ups.


European Commission
One gateway to all User Manuals, videos and templates
TRACES TOOLKIT
Your ultimate toolkit for submitting official documents and RASFF notifications, listing establishments, extracting statistics and reports...
Turn page

We recommend that you read this user manual in combination with the TRACES Toolkit, [2] which serves as your gateway to further TRACES user manuals, videos and templates.
The TRACES Toolkit contains all the information you need in one 'platform' document.

TRACES serves as a 'single window' to European legislation in the field of animal health and public health - *covering products of animal origin and non-animal origin, live animals and animal by-products* - as well as plant health.

However, for the implementation of the general EU legislation we invite you to contact your national competent authorities or official EU services in order to obtain the correct information on movement requirements and other details.

You can find out all about TRACES on the Commission's official Health and Consumers webpage. [3]
Presentations of TRACES can also be found here. [4]

1 Comm. Decision (EC) 2007/240/EC: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0240:EN:NOT
2 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd
3 TRACES details: http://ec.europa.eu/traces/
4 TRACES presentations: http://prezi.com/user/TRACES/

I.2. Abbreviations and definitions

A complete list of all TRACES abbreviations and acronyms can be found under the 'Let's talk 'TRACES'' sub-heading and the 'Common TRACES features' heading in the TRACES Toolkit. [5]

I.3. Working languages

Before logging into TRACES, and also afterwards in the user interface, you can choose one of thirty-two [6] languages to allow you to work in your preferred language:

TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mk mt nl nw pl pt ro ru sk sl sq sr sv tr zh Information Logout
@traces-cbt.net
/TRACES/Welcome Page
Privacy statement
Welcome Page
Welcome

Language code	Language	Language code	Language
bs	Bosnian	lv	Latvian
bg	Bulgarian	mk	Macedonian
cs	Czech	mt	Maltese
da	Danish	nl	Dutch
de	German	nw	Norwegian
el	Greek	pl	Polish
en	English	pt	Portuguese
es	Spanish	ro	Romanian
et	Estonian	ru	Russian
fi	Finnish	sk	Slovak
fr	French	sl	Slovenian
hr	Croatian	sr	Serbian
hu	Hungarian	sv	Swedish
il	Icelandic	sq	Albanian
it	Italian	tr	Turkish
lt	Lithuanian	zh	Chinese

When you switch languages, you will be redirected to the general TRACES welcome page.

5 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

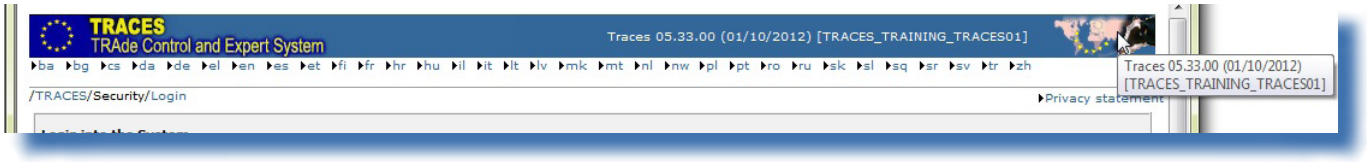
6 These include 22 official languages of the European Union (all apart from Irish (ga)) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

I.4. TRACES RELEASE VERSIONS

We are constantly upgrading TRACES to improve and adapt it to legal requirements and user needs and wishes. This is done step by step. As soon as an upgrade is available, a new TRACES version is installed online.

Release notes are regularly published for TRACES in order to explain to our TRACES users the enhancements and modifications made to the user interface and functionalities. [7]

You may want to check the TRACES release version installed online to verify the information in the TRACES release notes.
If you double click the world map/cow image in the top right of the TRACES window, you will see the following information in the top banner:



- the TRACES version number (e.g.: 06.00.01)
- the release date, in dd/mm/yyyy format (e.g.: 23/04/2013)
- the TRACES environment and server (e.g.: TRACES_NT2_2_WEB)

You can also see this information as a tooltip if you move the mouse cursor over the world map/cow image.

7 An overview of the TRACES release notes can be found in the introduction page of the TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

I.5. Access

I.5.1. Data access and protection

To comply with stringent rules on the accessibility and display of *both commercial and non-commercial* data, and to ensure data protection, [8] strict access rights are assigned to each TRACES user profile. This applies to both economic operators and competent authority users.

The TRACES Privacy Statement can be consulted in the different languages available in TRACES via the 'Privacy Statement' button in the top right of the TRACES window, when you are logged into TRACES.

TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mk mt nl nw pl pt ro ru sk sl sq sr sv tr zh Information Logout
@traces-cbt.net
/TRACES/Welcome Page
Privacy statement
Welcome Page

I.5.2. Security Alert

When accessing TRACES, you may encounter a security alert, asking for your approval to proceed to the website. This is a configuration setting in TRACES and is therefore fully trustworthy.

There is a problem with this website's security certificate.
The security certificate presented by this website was issued for a different website's address.
Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
We recommend that you close this webpage and do not continue to this website.
Click here to close this webpage.
Continue to this website (not recommended).
More information

TRACES implements various security features for application access, official document validation and communication privacy, through the encryption of secure information between client and server (https, SSL).
Electronic signature further improves speed and efficiency, traceability, and anti-falsification measures, based on security rules that meet the legal requirements for electronic signature.

If the 'Security Alert' pops up, we invite you to press 'View Certificate' in order to see more details before proceeding, and then choose 'Yes' to start using TRACES.

The HTTPS 'Secure Sockets Layer' (SSL) and 'Transport Layer Security' (TLS) certificate is imported by the client from the server into the local application or environment, declaring it as 'trusted'. This alert is therefore not in fact generated by TRACES but by the server on which the certificate is hosted.

8 Regulation (EC) 45/2001: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT

I.5.3. ENVIRONMENTS

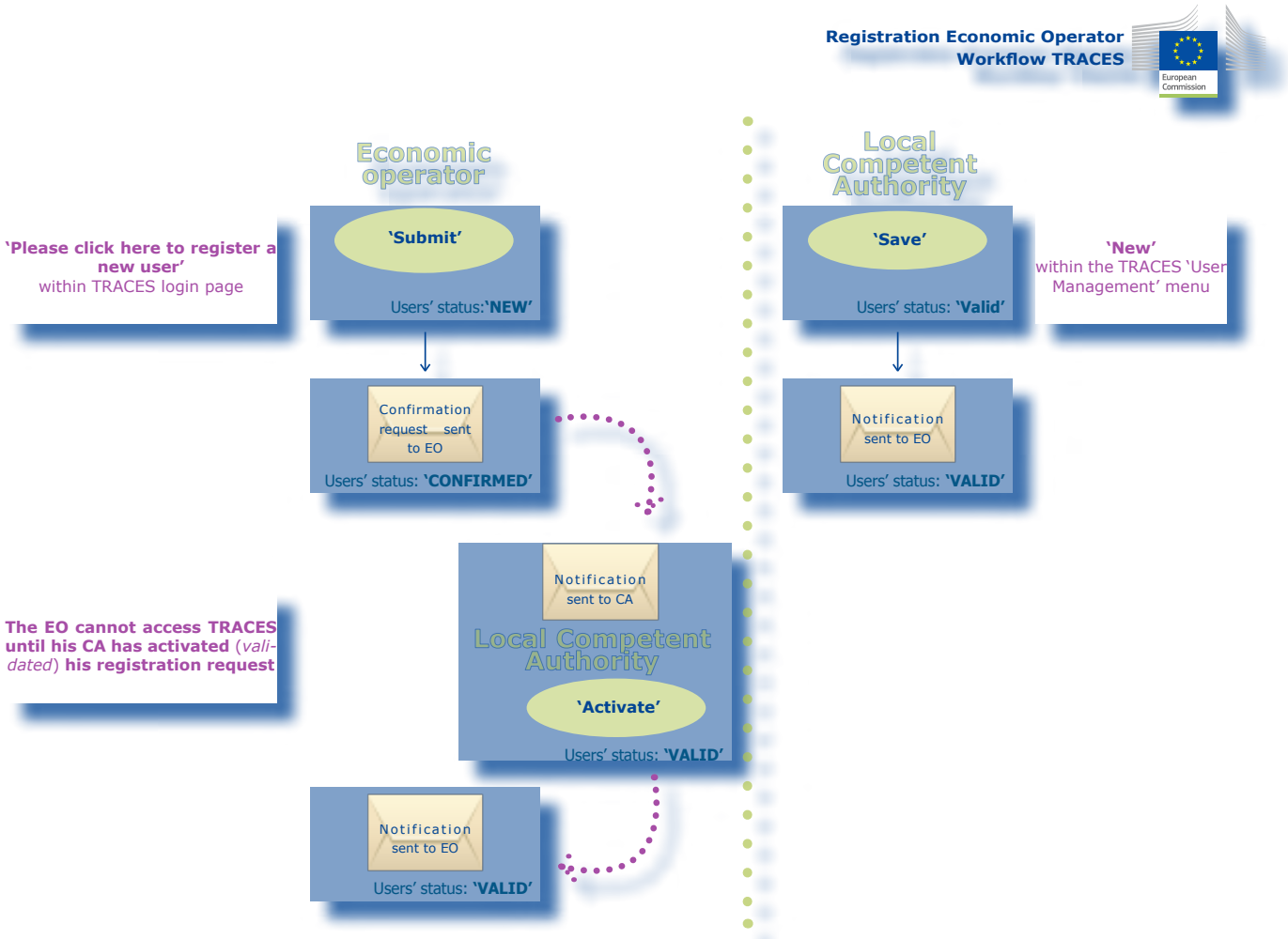
The TRACES 'Production' environment is available at https://webgate.ec.europa.eu/sanco/traces/.
This is the real-life environment of TRACES, since any manipulation of data will automatically notify the economic operators and competent authorities involved.

TRACES users are invited to check out TRACES features and functionalities in one of the two TRACES test environments.
More information on the use of the TRACES TRAINING and ACCEPTANCE environments can be found under the heading 'Testing TRACES features' in the TRACES Toolkit. [9]

9 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

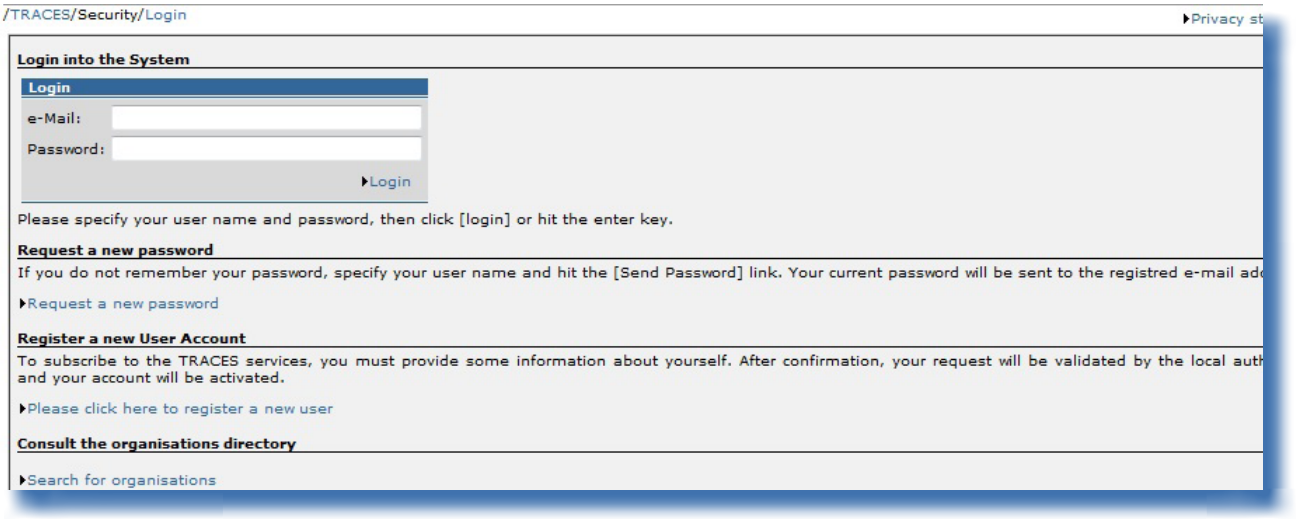
I.5.4. ACCOUNT REGISTRATION

Both economic operators and competent authorities may register an economic operator account in TRACES.

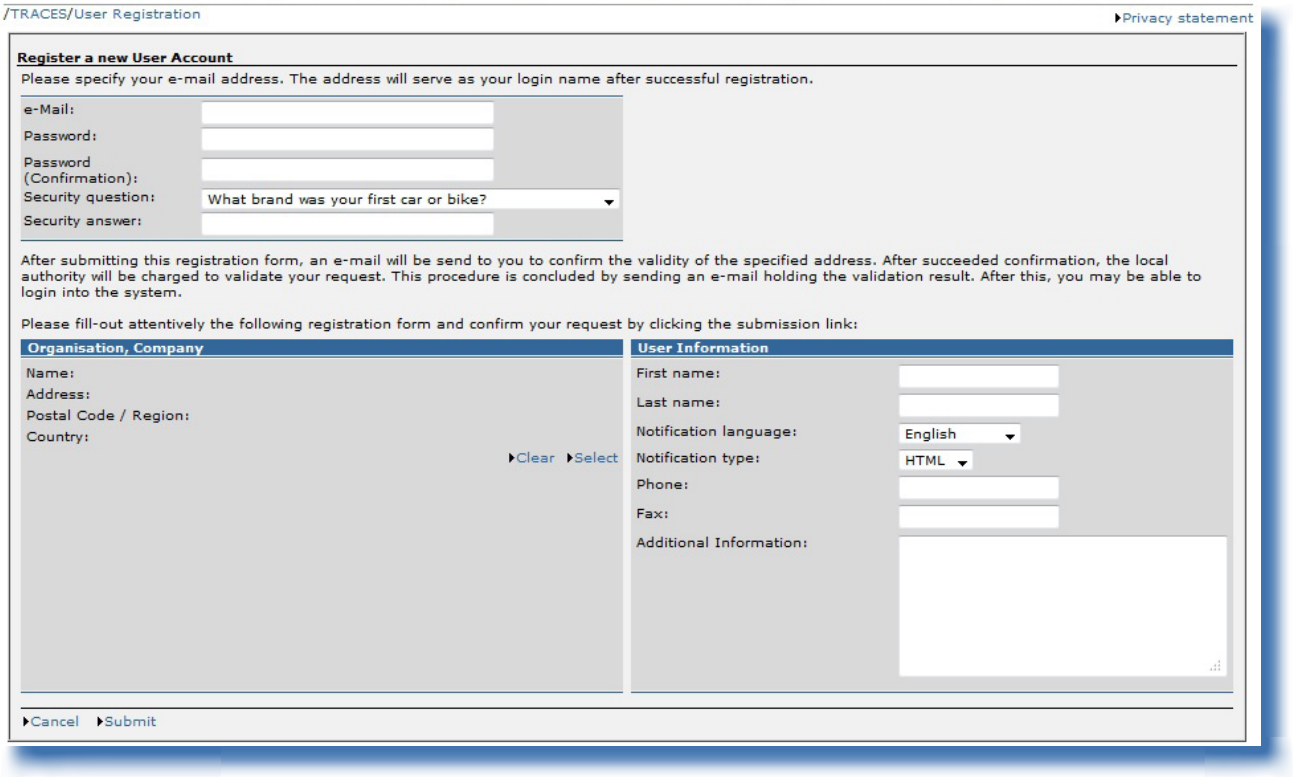


I.5.4.1. BY THE ECONOMIC OPERATOR

The economic operator [10] may click the button '**Please click here to register a new user**' on the TRACES login page. [11]

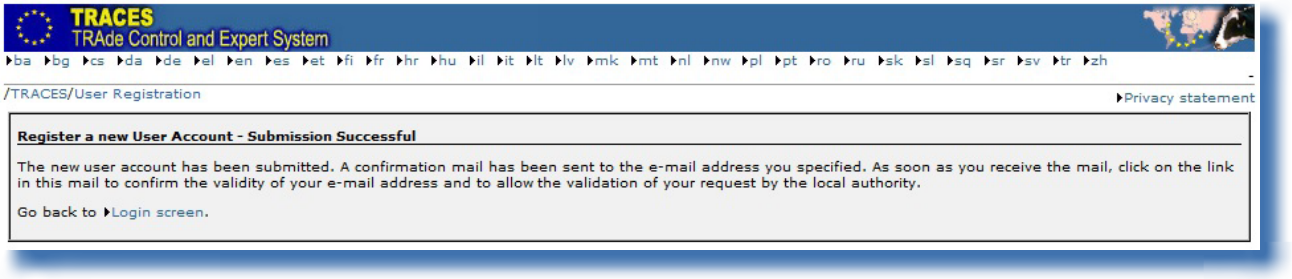

/TRACES/Security/Login
Privacy st
Login into the System
Login
e-Mail:
Password:
Login
Please specify your user name and password, then click [login] or hit the enter key.
Request a new password
If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registred e-mail ad
Request a new password
Register a new User Account
To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local auth
and your account will be activated.
Please click here to register a new user
Consult the organisations directory
Search for organisations

The economic operator enters all details of their TRACES user account, and clicks the 'Submit' button.

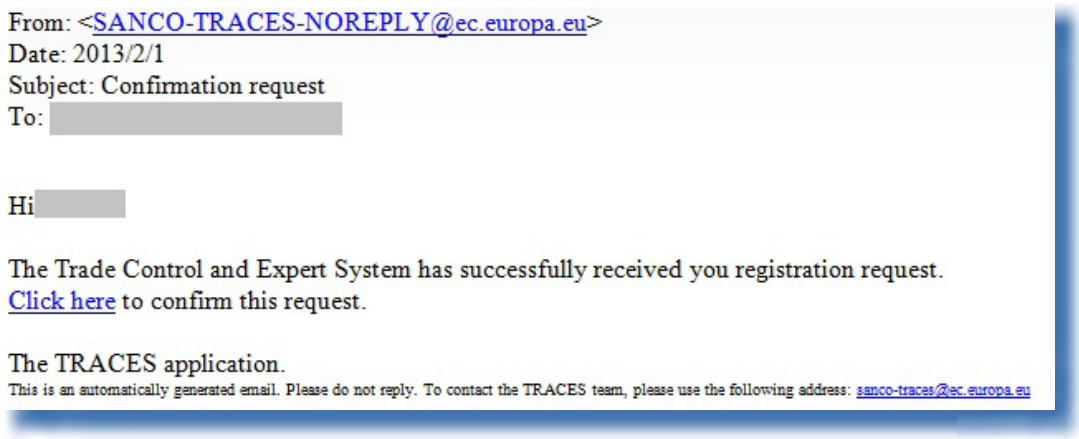

/TRACES/User Registration
Privacy statement
Register a new User Account
Please specify your e-mail address. The address will serve as your login name after successful registration.
e-Mail:
Password:
Password (Confirmation):
Security question:
What brand was your first car or bike?
Security answer:
After submitting this registration form, an e-mail will be send to you to confirm the validity of the specified address. After succeeded confirmation, the local authority will be charged to validate your request. This procedure is concluded by sending an e-mail holding the validation result. After this, you may be able to login into the system.
Please fill-out attentively the following registration form and confirm your request by clicking the submission link:
Organisation, Company
Name:
Address:
Postal Code / Region:
Country:
Clear
Select
User Information
First name:
Last name:
Notification language:
English
Notification type:
HTML
Phone:
Fax:
Additional Information:
Cancel
Submit

10 *Or their competent authority.*
11 Competent authority accounts cannot be registered this way. This needs to be done by the TRACES national administrator.

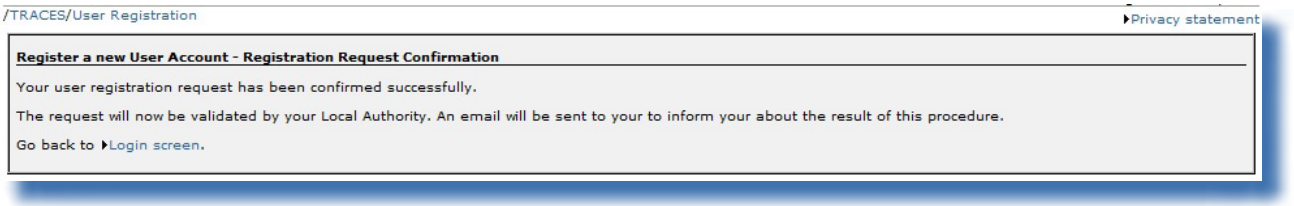
TRACES confirms the request for a new economic operator account.


TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mk mt nl nw pl pt ro ru sk sl sq sr sv tr zh
/TRACES/User Registration
Privacy statement
Register a new User Account - Submission Successful
The new user account has been submitted. A confirmation mail has been sent to the e-mail address you specified. As soon as you receive the mail, click on the link in this mail to confirm the validity of your e-mail address and to allow the validation of your request by the local authority.
Go back to Login screen.

A 'confirmation request' e-mail is sent to the economic operator's e-mail address to confirm their registration in TRACES.

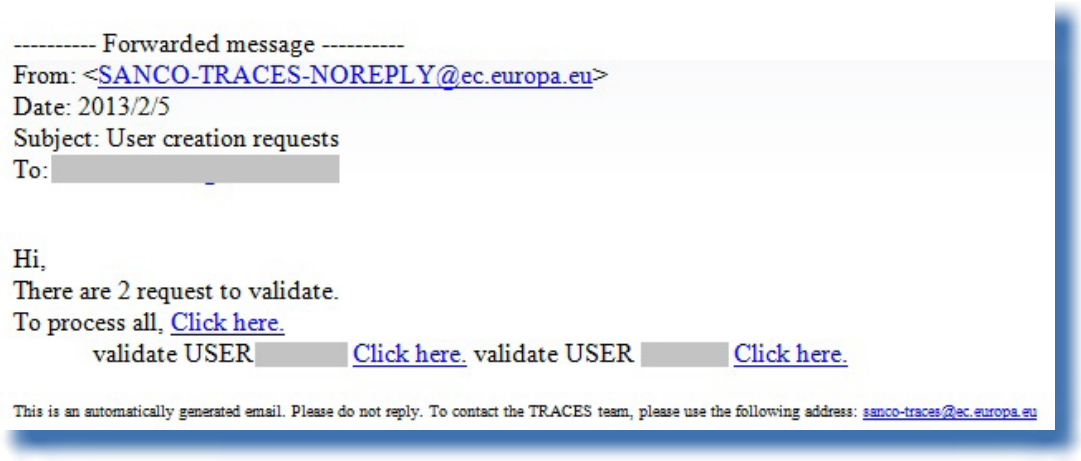

From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/2/1
Subject: Confirmation request
To:
Hi
The Trade Control and Expert System has successfully received you registration request.
Click here to confirm this request.
The TRACES application.
This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

After clicking the 'Click here' button in the confirmation message, the economic operator is redirected to the following page:


/TRACES/User Registration
Privacy statement
Register a new User Account - Registration Request Confirmation
Your user registration request has been confirmed successfully.
The request will now be validated by your Local Authority. An email will be sent to your to inform your about the result of this procedure.
Go back to Login screen.

However, **the economic operator cannot access TRACES until their competent authority has validated the registration request**. [12]
For this purpose, the **competent authority** will receive a notification message informing it of a confirmed TRACES registration request.

12 For security reasons, the confirmed economic operator account will need to be validated by the competent authority before the economic operator can access TRACES. More information can be found in the 'Organisation, User and Authority management' User Manual, also available with the TRACES Toolkit.

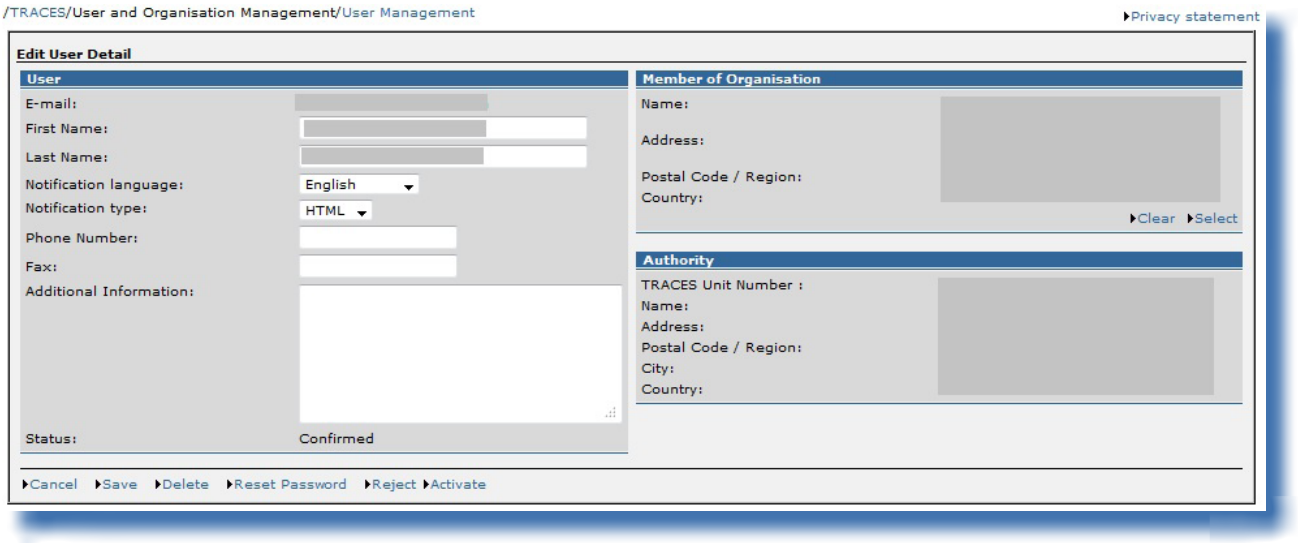


---------- Forwarded message ----------
From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/2/5
Subject: User creation requests
To:

Hi,
There are 2 request to validate.
To process all, Click here.
validate USER Click here. validate USER Click here.

This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

As soon as the competent authority clicks the 'Activate' button, the economic operator can access TRACES.



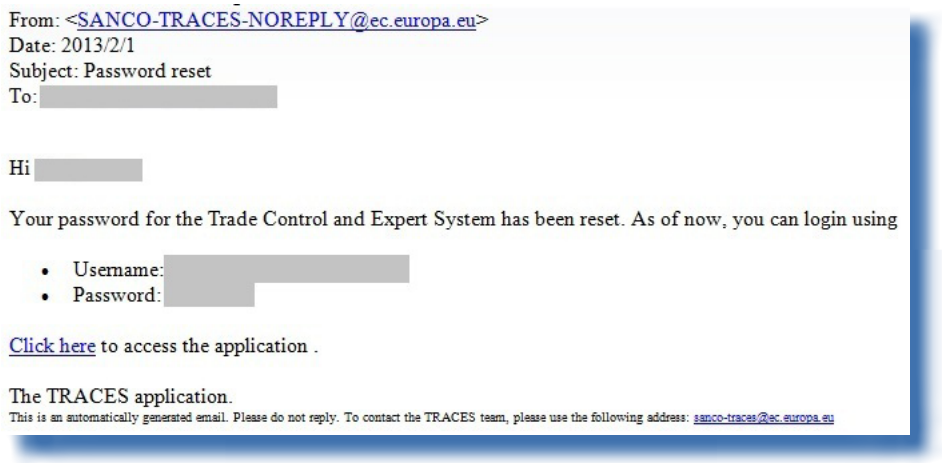
Save options

Cancel	Returns to the 'User Management' menu and cancels all modifications made to the user's details.
Save	Saves all modifications made to the user's details, apart from the status.
Delete	Deletes the user account from TRACES. Note that it will nonetheless not be possible to register another account for the same e-mail address. On the other hand, it is possible to change the e-mail address for the user's account. Please contact the TRACES team in order to do so.

Save options

Reset Password

Resets the TRACES user password and sends an automatic notification containing a new standard password to the user account's e-mail address.


From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/2/1
Subject: Password reset
To:

Hi

Your password for the Trade Control and Expert System has been reset. As of now, you can login using

- Username:
- Password:

Click here to access the application .

The TRACES application.
This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

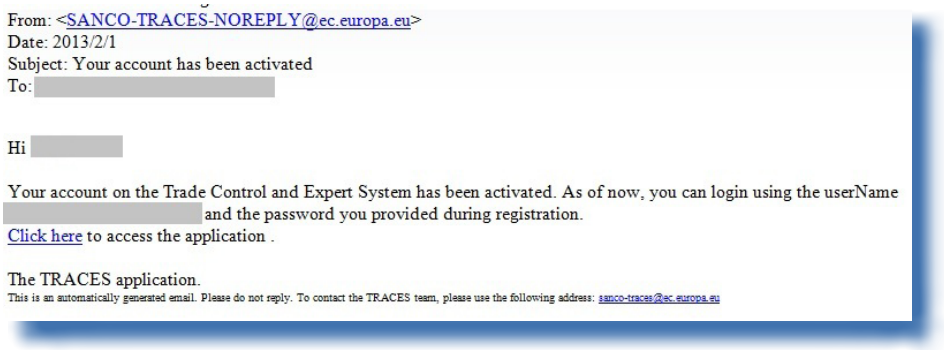
At first login, this new standard password will need to be replaced (*and confirmed*) by a personal password.
The security question and answer remain unchanged. Please contact the TRACES team to change the user account's security question and answer.

Reject

The competent authority may choose to reject a confirmed TRACES registration request. The applicant will receive a notification indicating that their TRACES registration request has been rejected by their competent authority.

Activate

The competent authority may choose to validate a confirmed TRACES registration request. The applicant will receive a notification indicating that their TRACES registration request has been activated (validated) by their competent authority.


From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/2/1
Subject: Your account has been activated
To:

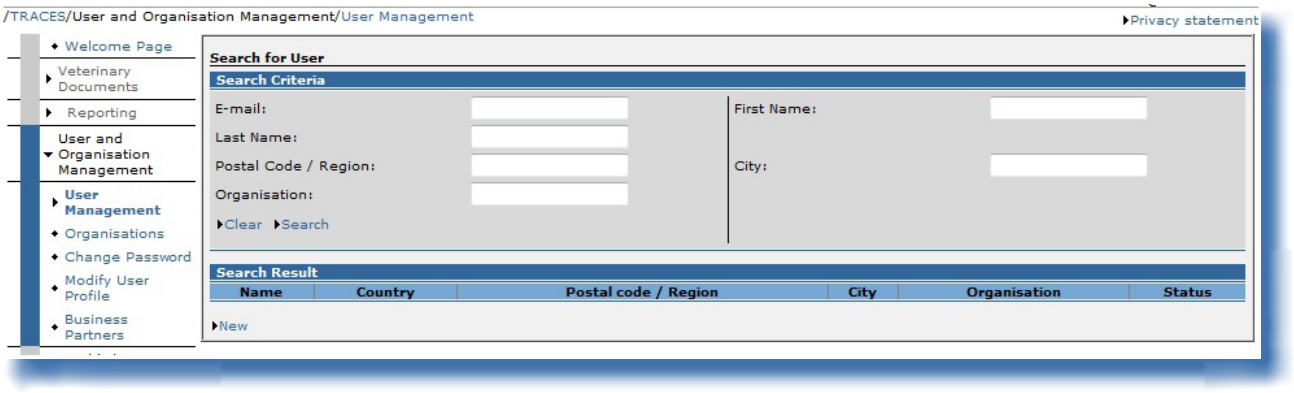
Hi

Your account on the Trade Control and Expert System has been activated. As of now, you can login using the userName and the password you provided during registration.
Click here to access the application .

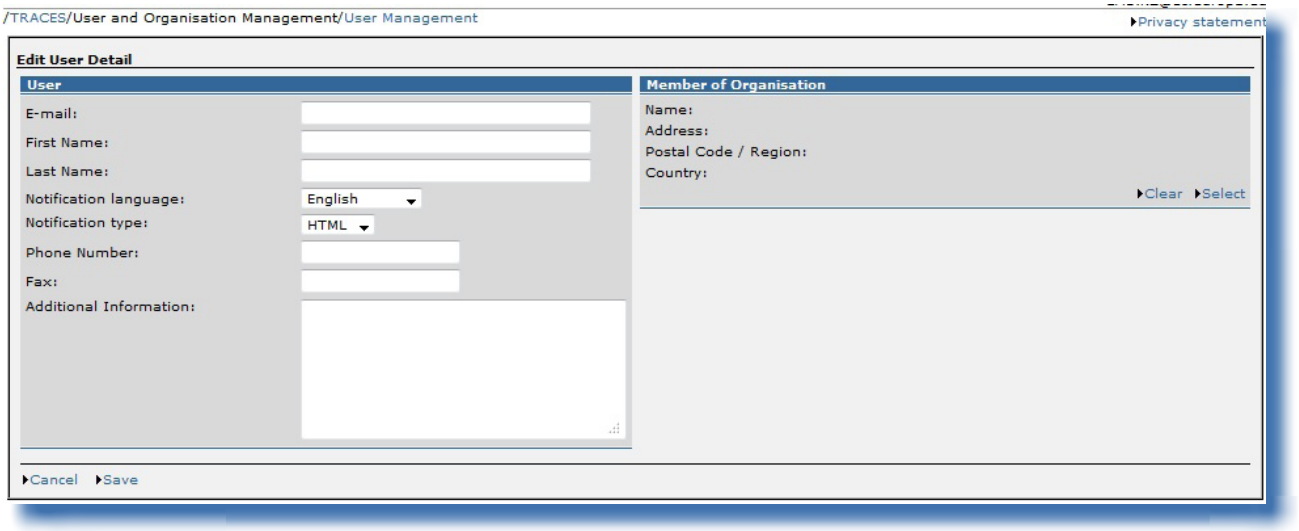
The TRACES application.
This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

I.5.4.2. BY THE COMPETENT AUTHORITY

The competent authority may go to the '**User and Organisation Management**' menu and 'User Management' submenu in TRACES to register a new economic operator account. [13]

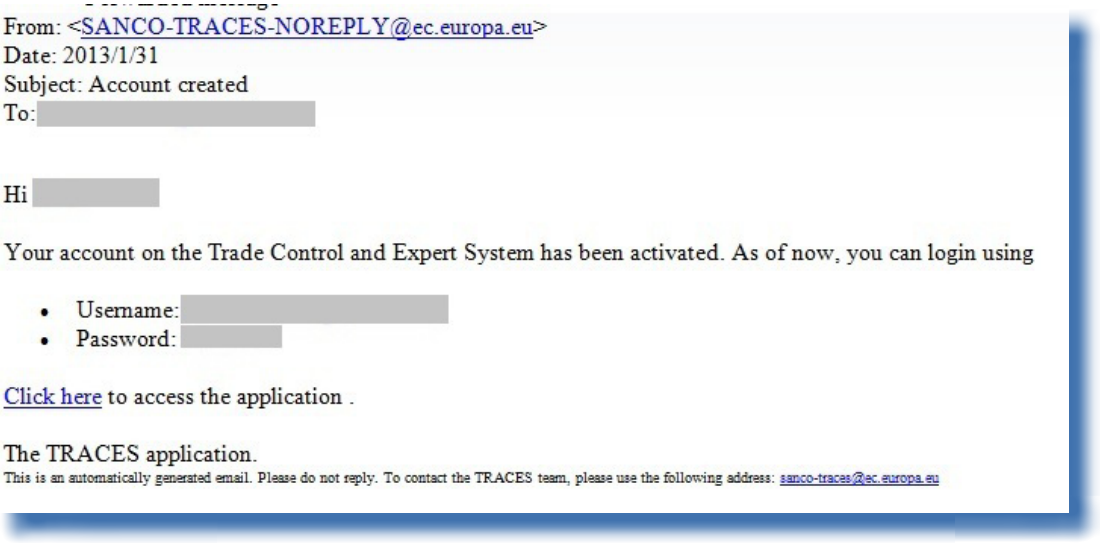


The competent authority enters all details of the economic operator's TRACES user account, and clicks the 'Save' button.



The economic operator account registered by the competent authority is 'valid' immediately after submission. A notification is sent to the economic operator informing them of the creation of their TRACES user account. [14] It includes a direct link to TRACES together with the user name and password.

13 Click the 'New' button to fill in the details of the economic operator's user account.
14 More information can be found in the 'Organisation, User and Authority management' user manual, also available with the TRACES Toolkit.



From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/1/31
Subject: Account created
To: [redacted]

Hi [redacted]

Your account on the Trade Control and Expert System has been activated. As of now, you can login using

- Username: [redacted]
- Password: [redacted]

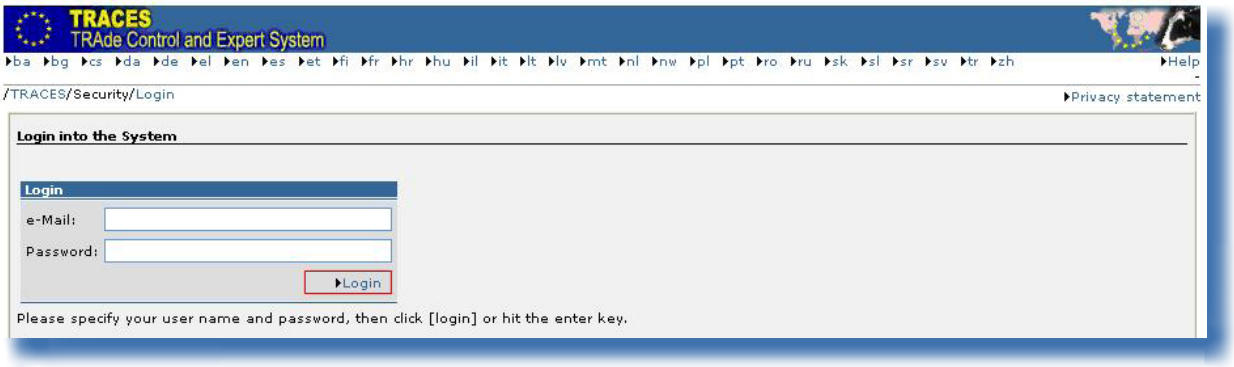
Click here to access the application .

The TRACES application.
This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

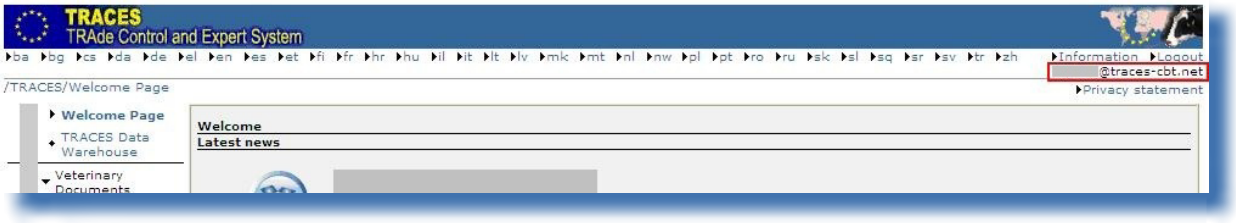
I.5.5. LOGGING IN AND OUT

I.5.5.1. LOG IN

Go to the TRACES welcome page, enter your login (e-mail address) in the 'e-Mail' field, type your password and click on the 'Login' button: [15]

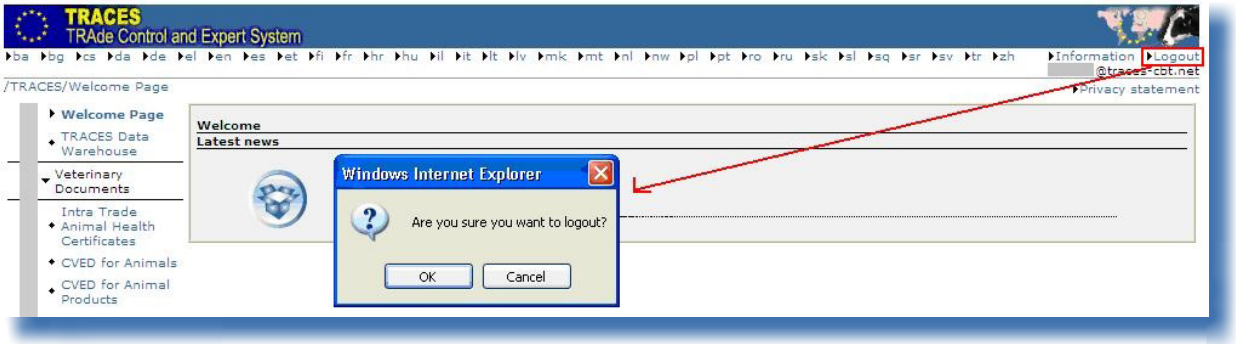


When you have logged in, your user account is shown in the top right of the screen.



I.5.5.2. LOG OUT

Click on the 'Logout' button in the top right of the screen and confirm by clicking the 'OK' button. [16]



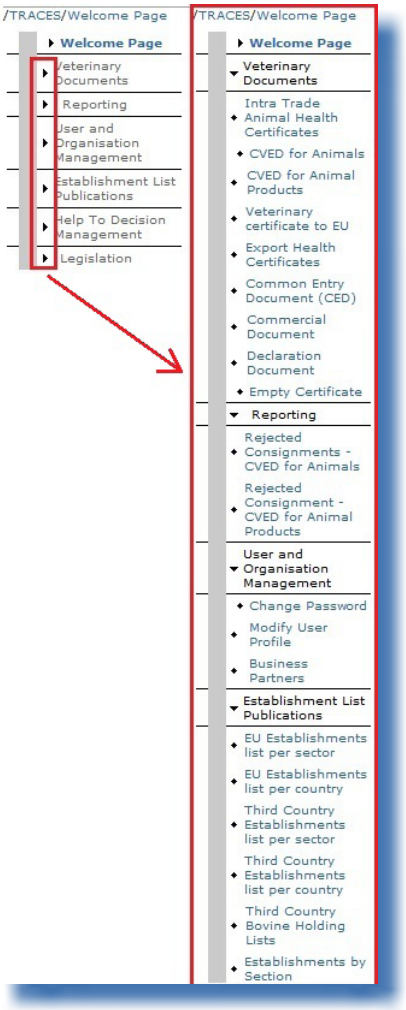
15 Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES competent authority to reactivate the account.

16 You will be logged out automatically after 30 minutes of inactivity.

I.5.5.3. LOGIN ISSUES

More information on login issues can be found in the 'Organisation, User and Authority management' user manual, also available with the TRACES Toolkit. [17]

I.5.6. CUSTOMISING THE TRACES MENUS



The TRACES menu on the left can be customised as you wish.
Less 'popular' menus can be collapsed while more 'popular' menus can be expanded.

These changes are stored with your TRACES user profile, so will apply to all TRACES sessions until you make new changes.

17 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

I.5.7. TRACES NEWS UPDATES

I.5.7.1. WELCOME PAGE

Once logged into the Production (real-life) environment, [18] the TRACES welcome page displays both information on TRACES and important health information, such as safeguard measures.

We invite you to regularly check the news updates published on the TRACES Welcome page, concerning the following topics:

General information and hints

Hazards and outbreaks

Sanitary information, e.g. official document models

Technical updates and TRACES version releases

Working groups and meetings

I.5.7.2. NEWSLETTER

The bi-monthly TRACES newsletter contains general news on TRACES, facts and figures, seminars, training sessions and workshops, legislation and 'upcoming' issues.

You can subscribe to this free communication service, hosted by the Directorate-General for Health and Consumers, via this link. [19]

If there are problems with how this message is displayed, click here to view it in a web browser.
From: sanco-news@ec.europa.eu
Sent: Fri 13/07/2012 11:07
To:
Cc:
Subject: TRACES newsletter - EN
Dear colleagues,
Here enclosed you will find the latest version of the TRACES newsletter. If you haven't subscribed to it yet, we suggest you to sign in by following this link, in order to receive information and news about TRACES on a regular basis. If you do not subscribe, you are not going to receive any TRACES newsletter anymore.
European Commission
NEWSLETTER
Issue n° 1, June 2012
TRACES – TRADE CONTROL AND EXPERTS SYSTEM
IN THIS EDITION
Editorial
News from TRACES
Facts & figures
Seminars, training and workshop on TRACES
Législation
Coming up
EDITORIAL
The TRACES Team has the pleasure of presenting the latest newsletter.
In this edition, we have a detailed article on the new version 5.31 of TRACES that is available as from 30 May, as well as a report on training and a workshop which took place in the first few months of 2012.

18 More information can be found under heading 'I.5.3 Environments'.

19 TRACES Newsletter: http://ec.europa.eu/coreservices/mailing/index.cfm?form=register&serviceid=1

II. 'Veterinary Documents' menu

II.1. Introduction

II.1.1. Certification workflow

In TRACES, economic operators [20] can initiate Part I (Consignment) of the import certificate and submit it to their competent authority for certification.

Two main actions are available for submission of Part I:
1. '**Save as Draft**' allows the economic operator to store the import certificate 'locally'.
Only the 'initiator' and his/her direct colleagues, belonging to the same organisation, will be able to consult and to modify the import certificate, before actually submitting it to the competent authority.

2. '**Submit for certification**' allows the economic operator to submit the import certificate to the competent authority. As TRACES is a web-based 'online' system, submission is instantaneous. [21]

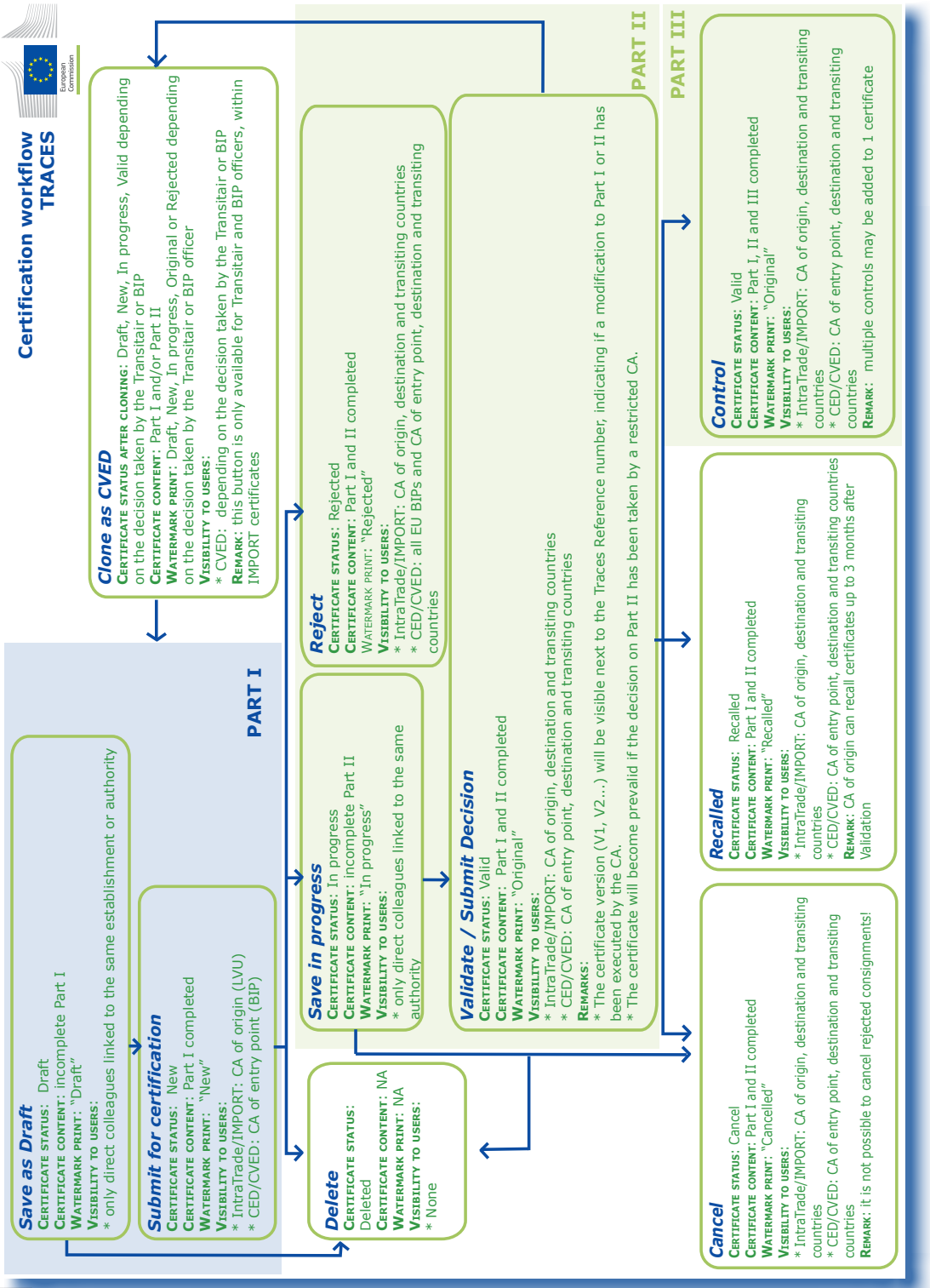
II.1.2. Export of fishery products and EU establishments

Certification of fishery products for export to the EU coming from a factory vessel (FV) or a freezing vessel (ZV) flying the flag of an EU/EFTA country, which have been landed in a non-EU country and loaded after storage within a warehouse or on a quay, can also be performed by the concerned non-EU competent authority indicating the EU establishment of origin.

The activity type of the establishment of origin (FV or ZV) must be approved and listed on the consolidated (LMS) lists as published in accordance with the requirements of Article 12, Regulation 854/2004 (Products). [22]

More information on the filling of the different IMPORT boxes in relation to the export of fishery products and EU establishments can be found under heading 'II.2.3. Filling in Part I of an IMPORT'.

20 Part I of the import certificate can be initiated by competent authority users.
21 More information can be found in the 'Notification management' user manual.
22 More information can be found under heading 'IV.3. Establishment List Publications'. Consolidated (LMS) lists: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm


Certification workflow
TRACES
PART I
PART II
PART III
Save as Draft
Certificate status: Draft
Certificate content: incomplete Part I
Watermark print: "Draft"
Visibility to users:
* only direct colleagues linked to the same establishment or authority
Submit for certification
Certificate status: New
Certificate content: Part I completed
Watermark print: "New"
Visibility to users:
* IntraTrade/IMPORT: CA of origin (LVU)
* CED/CVED: CA of entry point (BIP)
Clone as CVED
Certificate status after cloning: Draft, New, In progress, Valid depending on the decision taken by the Transitair or BIP
Certificate content: Part I and/or Part II
Watermark print: Draft, New, In progress, Original or Rejected depending on the decision taken by the Transitair or BIP officer
Visibility to users:
* CVED: depending on the decision taken by the Transitair or BIP
Remark: this button is only available for Transitair and BIP officers, within IMPORT certificates
Delete
Certificate status: Deleted
Certificate content: NA
Watermark print: NA
Visibility to users:
* None
Save in progress
Certificate status: In progress
Certificate content: incomplete Part II
Watermark print: "In progress"
Visibility to users:
* only direct colleagues linked to the same authority
Reject
Certificate status: Rejected
Certificate content: Part I and II completed
Watermark print: "Rejected"
Visibility to users:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: all EU BIPs and CA of entry point, destination and transiting countries
Validate / Submit Decision
Certificate status: Valid
Certificate content: Part I and II completed
Watermark print: "Original"
Visibility to users:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
Remarks:
* The certificate version (V1, V2...) will be visible next to the Traces Reference number, indicating if a modification to Part I or II has been executed by the CA.
* The certificate will become prevalid if the decision on Part II has been taken by a restricted CA.
Cancel
Certificate status: Cancel
Certificate content: Part I and II completed
Watermark print: "Cancelled"
Visibility to users:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
Remark: it is not possible to cancel rejected consignments!
Recalled
Certificate status: Recalled
Certificate content: Part I and II completed
Watermark print: "Recalled"
Visibility to users:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
Remark: CA of origin can recall certificates up to 3 months after Validation
Control
Certificate status: Valid
Certificate content: Part I, II and III completed
Watermark print: "Original"
Visibility to users:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
Remark: multiple controls may be added to 1 certificate

23

23 In the TRACES test environments, all official documents bear the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official document, so as to avoid any confusion with the (real-life) production environment.

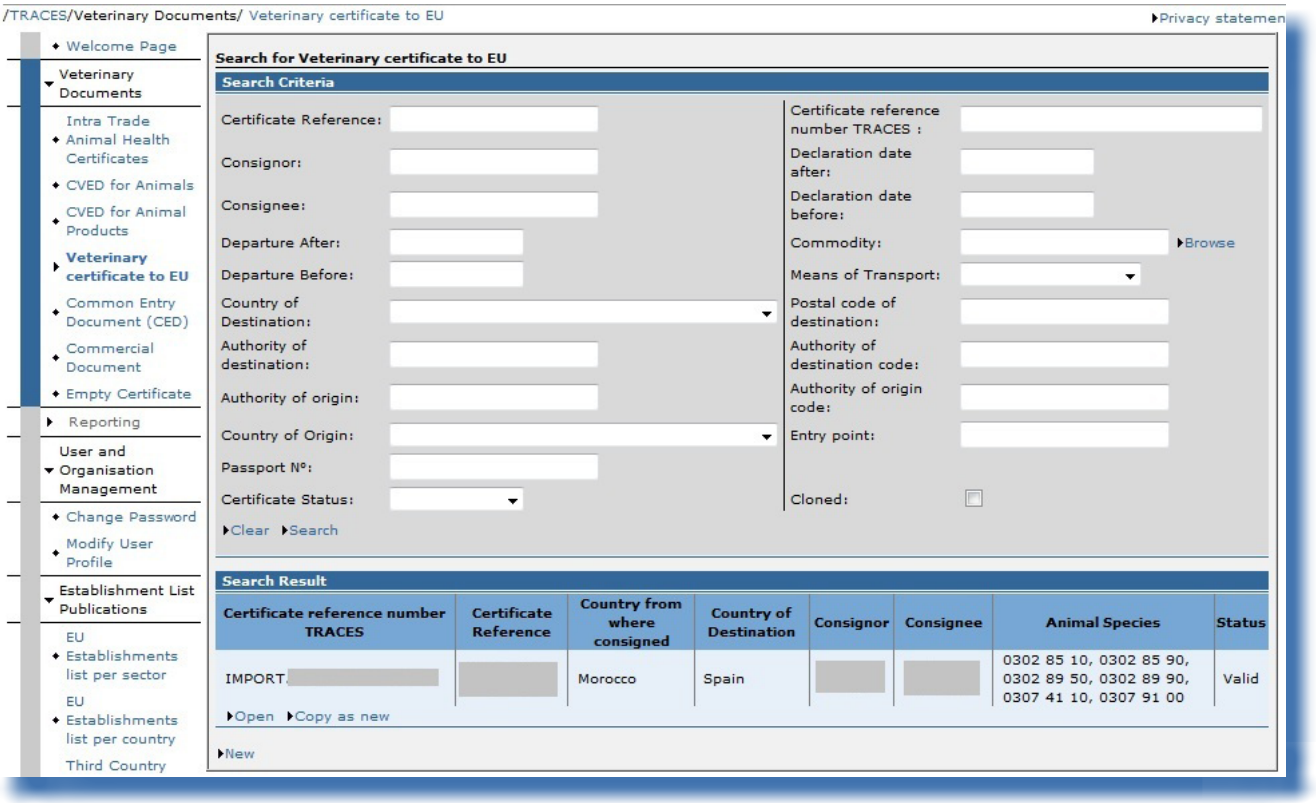
II.2. SUBMIT PART I (CONSIGNMENT)

Part I of the import certificate concerns information on the consignment, such as references, traders, consignment, transport and purpose.
Both economic operators and competent authorities can submit Part I of the import certificate from the 'Veterinary Documents' [24] menu:

- 'Veterinary certificate to EU': IMPORT

The steps to submit a new import certificate:

1/ Click the '**New'** button, to initiate a new blank Part I of an import certificate.
2/ Click the '**Copy as new'** [25] button to initiate a new Part I, based on an existing (similar) document.



24 See Commission Decision 2007/240/EC for IMPORT.
25 More information can be found under heading 'III.2. Copy as new'.

II.2.1. SELECTING THE NOMENCLATURE CODE

The nomenclature code must be selected in line with the commodity to be declared by the customs agent, at the Border Inspection Post (BIP), Designated Point of Entry or Designated Point of Import (DPE/DPI).

The Combined Nomenclature (CN) code, currently used by Border Inspection Posts in the EU, ensures interoperability between systems throughout the EU.

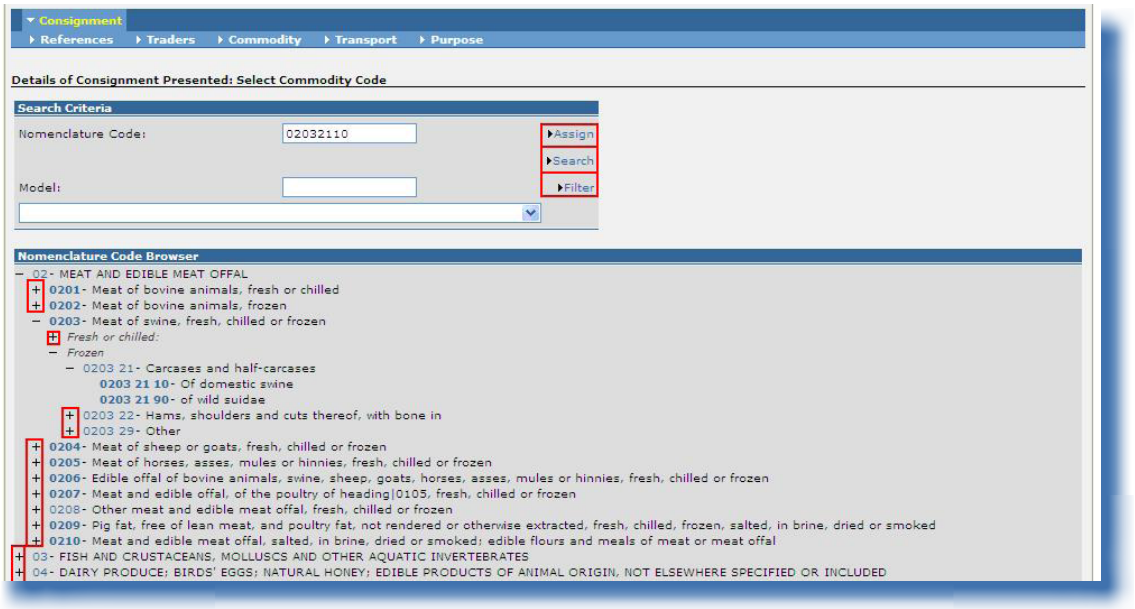
TRACES lists nomenclature codes for:
- live animals
- animal products and products of animal origin
- feed and food of non-animal origin
- by-products

The CN is a method for designating goods and merchandise. It meets the requirements of the Common Customs Tariff of the Union. The CN is based on the Harmonised System (HS) nomenclature of the World Customs Organisation (WCO) with further subdivisions at EU level.
The online customs tariff database of DG TAXUD, called TARIC (Integrated Tariff of the European Communities), [26] also employs the HS nomenclature, making TRACES even more convenient to use for customs agents.

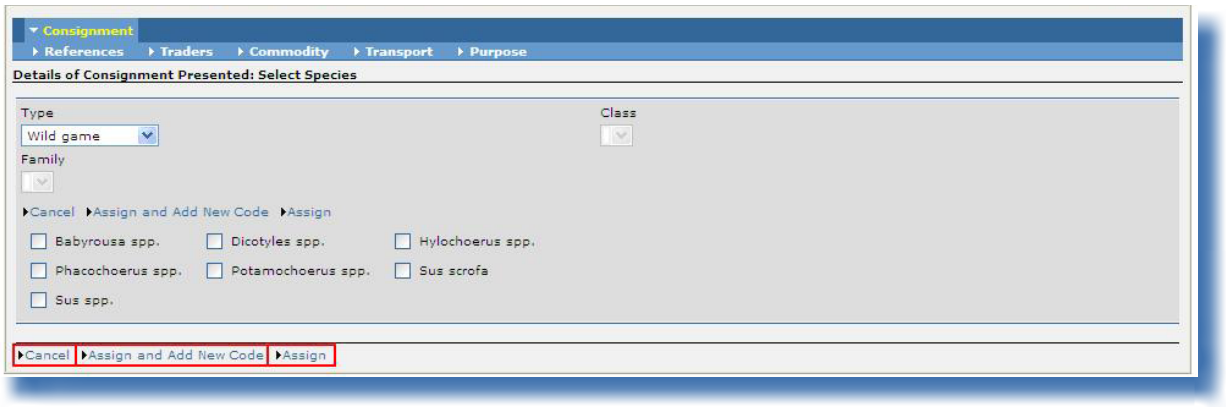
The TRACES user can:

Option	Information
'Assign'	Enter the nomenclature code directly in the 'Nomenclature code' field and click the 'Assign' button to continue. This is the fastest way to proceed.
'Search'	Search for the nomenclature code in the nomenclature code tree by entering the code in the 'Nomenclature code' field and clicking the 'Search' button to continue.
'Filter'	Filter the nomenclature code from the import certificate model presented or specify the number of the legislative act number and press 'Filter'. The tree structure then shows the relevant nomenclature codes.
'+' sign	Search for the nomenclature code in the nomenclature code tree by clicking on the '+' sign next to the nomenclature code to expand the tree and select the appropriate nomenclature code to continue.

26 TARIC: http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm


Consignment
References
Traders
Commodity
Transport
Purpose
Details of Consignment Presented: Select Commodity Code
Search Criteria
Nomenclature Code:
02032110
Assign
Search
Model:
Filter
Nomenclature Code Browser
02- MEAT AND EDIBLE MEAT OFFAL
0201- Meat of bovine animals, fresh or chilled
0202- Meat of bovine animals, frozen
0203- Meat of swine, fresh, chilled or frozen
Fresh or chilled:
Frozen
0203 21- Carcases and half-carcases
0203 21 10- Of domestic swine
0203 21 90- of wild suidae
0203 22- Hams, shoulders and cuts thereof, with bone in
0203 29- Other
0204- Meat of sheep or goats, fresh, chilled or frozen
0205- Meat of horses, asses, mules or hinnies, fresh, chilled or frozen
0206- Edible offal of bovine animals, swine, sheep, goats, horses, asses, mules or hinnies, fresh, chilled or frozen
0207- Meat and edible offal, of the poultry of heading|0105, fresh, chilled or frozen
0208- Other meat and edible meat offal, fresh, chilled or frozen
0209- Pig fat, free of lean meat, and poultry fat, not rendered or otherwise extracted, fresh, chilled, frozen, salted, in brine, dried or smoked
0210- Meat and edible meat offal, salted, in brine, dried or smoked; edible flours and meals of meat or meat offal
03- FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
04- DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED

Only CN codes in bold can be selected.



Depending on the nomenclature code selected, a code extension to categorise the consignment at sanitary (type) and phylogeny (class, family, species) level may be required.

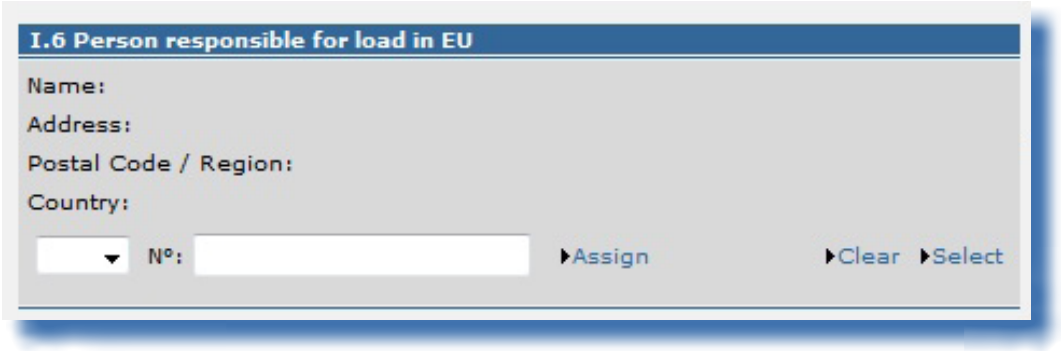
To proceed, the TRACES user can:

Option	Information
'Assign and Add New Code'	Select multiple commodities at sanitary (type) and phylogeny (class, family, species) level; for a given import certificate model. Only nomenclature codes for the chosen import certificate model can be selected.
'Assign'	Confirm the chosen commodity in your import certificate.

II.2.2. SPECIFYING ORGANISATIONS IN IMPORT CERTIFICATE BOXES

II.2.2.1. SEARCH

Before creating a new organisation, you should first verify if it is already present in TRACES, by searching for it. This is in line with the '*Search first, create if necessary*' principle.



An organisation can be entered in any box via two options:

Option	Information
'Assign'	Allows the organisation to be quickly obtained, by selecting the country (ISO code) and the organisation's 'Approval Number'.
'Select'	Allows the organisation to be selected from a search screen. *Note* - When searching for an organisation, economic operators must specify the country and at least three characters of the organisation's name or approval number to safeguard data privacy. You can use the '%' sign to broaden the field of search, if necessary (e.g.: '%Logistics' to find 'S.A. Logistics Name Company').

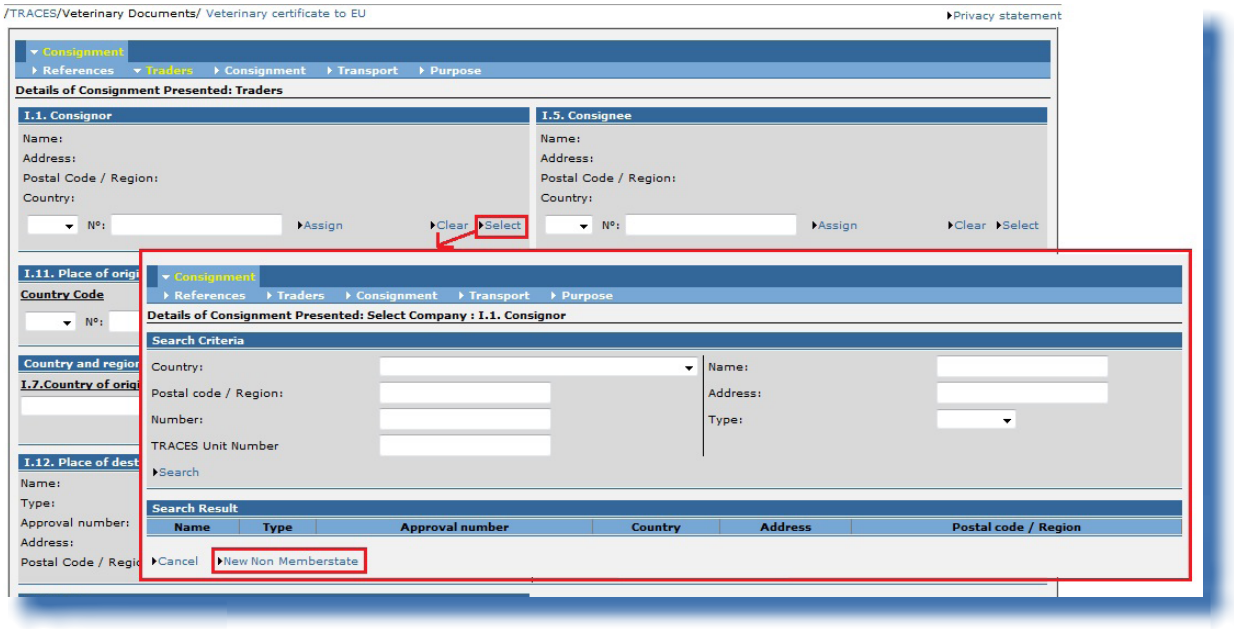
Organisation management issues are covered in detail in the 'Organisation, user and authority management' user manual.

II.2.2.2. CREATION

If an organisation is not yet included in TRACES, it can be created during the submission of an import certificate. [27]

Click the '**Select**' button in the desired box in the import certificate, and choose:

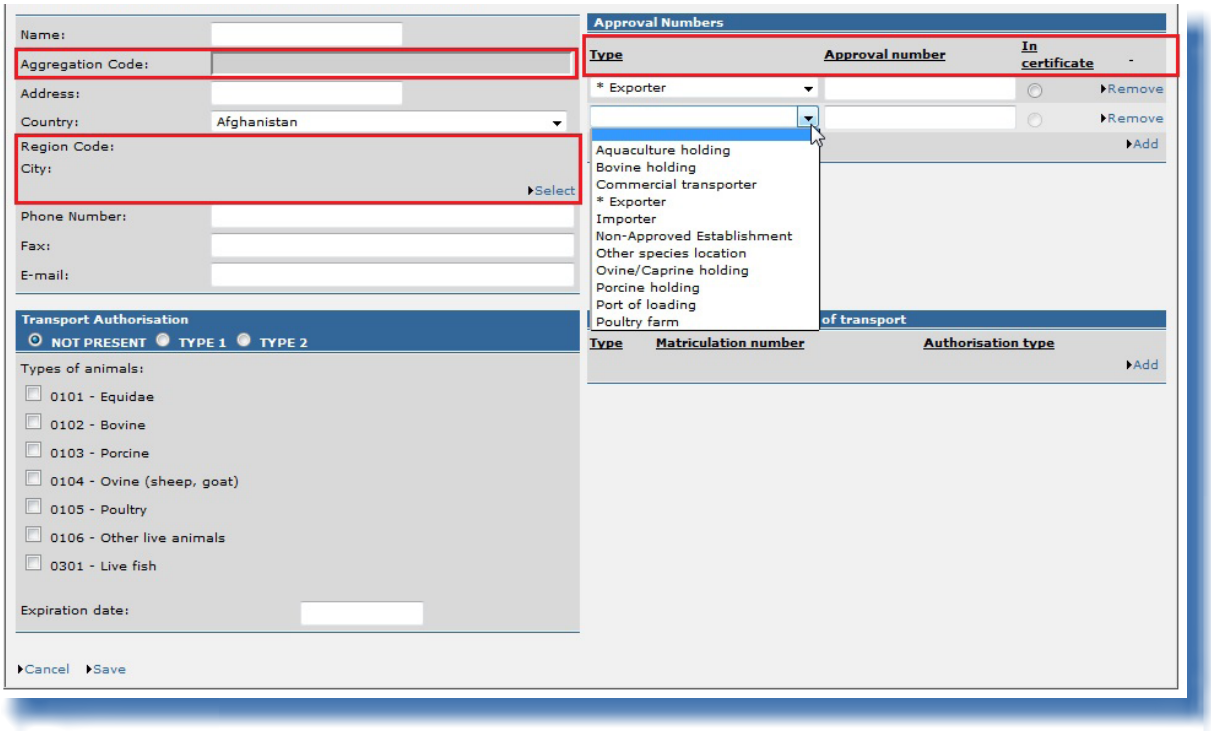
- '**New Non-Member State**' to create an organisation in a non-EU country. [28]



Enter the details of the new non-EU organisation:

27 An organisation cannot be created as such in box 'I.11. Place of origin' when it concerns a prelisting procedure (LMS). More information can be found under heading 'IV.3. Establishment List Publications'.

28 The creation of an organisation in an EU/EFTA country must be requested to 'SANCO-TRACES@ec.europa.eu'. Please enclose your non-EU country competent authority in CC of your message.



Data field	**Information**
'Aggregation Code'	Corresponds to the (EU) organisation's general identification number and: - is optional - must be unique in a given country - may be the same as the organisation's approval number(s) For non-EU countries, this box is greyed out.
'Approval Number'	Refers to the Activity Type of an organisation that does not need to be officially listed (LMS), and: - may be mandatory depending on the Activity Type - may be different from the Aggregation code and other Approval Numbers of the same organisation
'In certificate'	Allows a specific Activity Type to be assigned to the organisation in the import certificate. Unlike the procedure for creating an organisation from the 'User and Organisation Management' menu and 'Organisations' submenu, a specific establishment's Activity Type must be entered in the certificate box. This will correspond to the commodity indicated in the import certificate. Possible Activity Types that can be assigned in the certificate box are marked with an asterisk (*) and are the only ones that can be assigned in the import certificate.

Data field	Information
'Type'	Allows the definition of multiple Activity Types to be specified, using the 'Add' and 'Remove' buttons. Activity types coming under the listing procedure (LMS) for officially published establishments cannot be assigned through this procedure. Such organisations with LMS activity types should follow the official listing procedure.
'Region Code / City'	Allows selection of regions, provinces or states for non-EU countries. The competent authority is automatically assigned by this 'Region Code / City' information and is displayed after validation of the organisation.

Click the **'Save'** button to save the details of the organisation and return to the previous screen.

Organisation management issues are covered in detail in the 'Organisation, user and authority management' user manual.

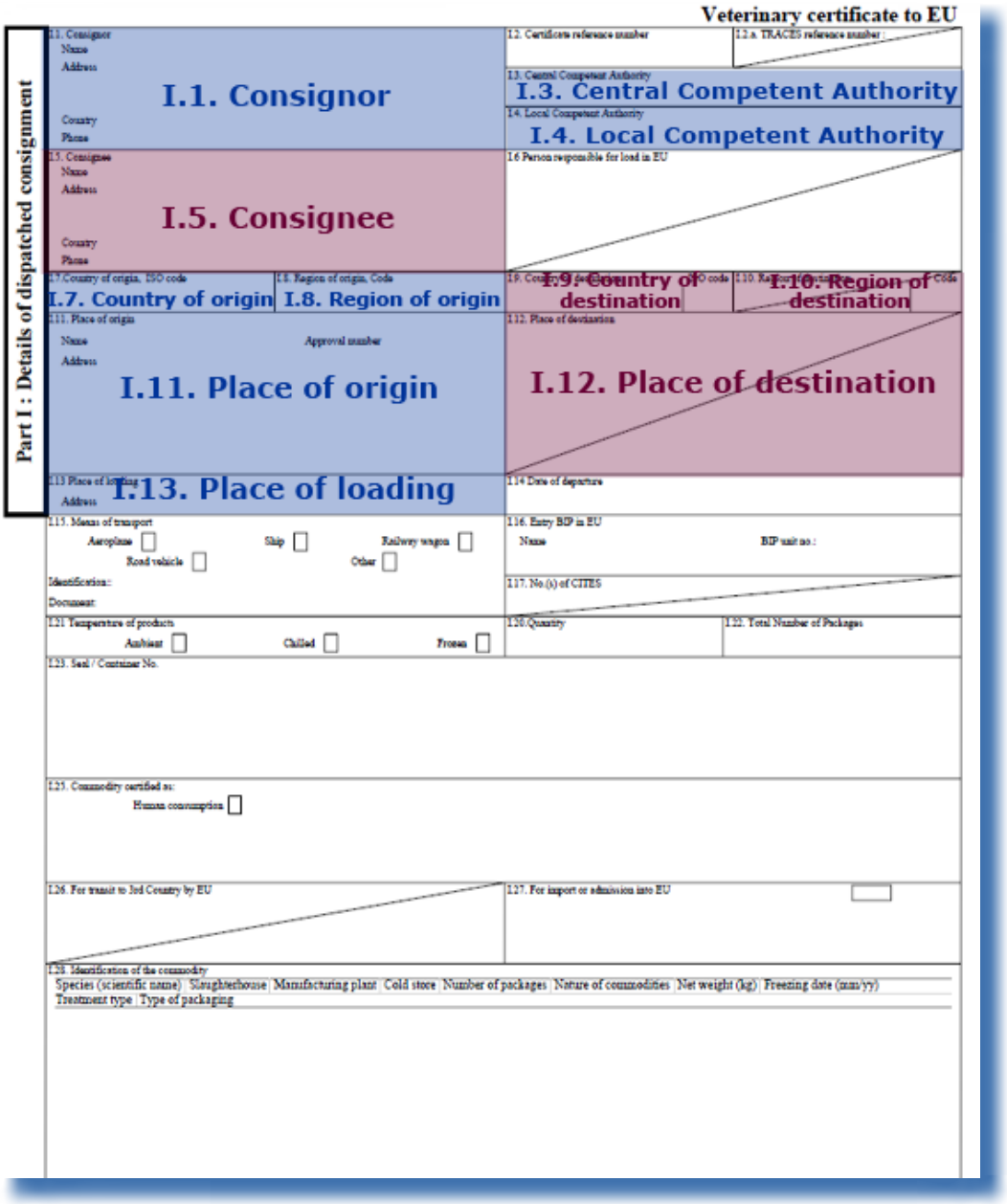
II.2.2.3. AUTOMATIC FILLING OF IMPORT CERTIFICATE BOXES

In order to speed up the submission process, an organisation may be copied automatically from one box to another. Example: 'Consignee' may be copied automatically to 'Place of destination' and 'Importer'.

This TRACES feature depends on a combination of parameters:

- Import certificate box type: Consignor/Place of origin/Place of loading, Consignee/Place of destination
- Organisation's Activity Type used in the initial box of the import certificate

Of course, the automated details can be cleared and modified as you wish.

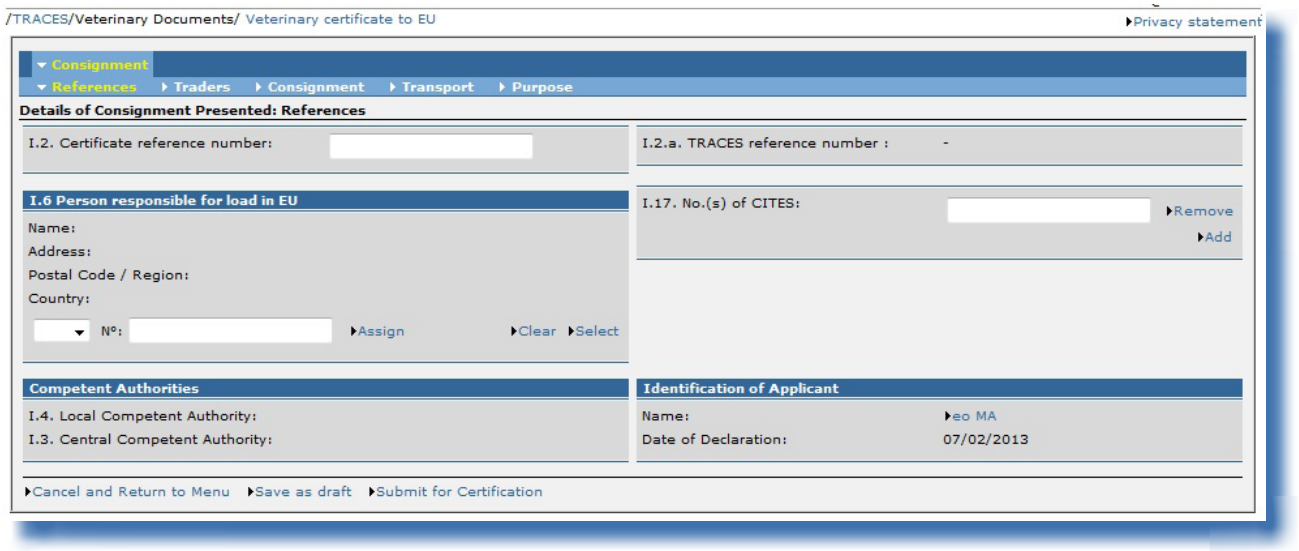


II.2.3. Filling in Part I of an IMPORT

Part I 'Consignment' of the IMPORT in TRACES contains all the boxes required for Commission Decision 2007/240/EC, under the tabs summarised below.

The **official description of the boxes** can be found for each model type [29] **in Annex I to Commission Decision 2007/240/EC**. [30]
However, some boxes are **highlighted** below.

References



'I.2. Certificate reference number'

This is a number that the TRACES user can assign depending on their national administration (optional *but recommended*).

If not entered, this box will automatically be filled with a unique reference number assigned by TRACES after submission of Part II, in order to facilitate the cloning from the IMPORT to an official entry document. [31]

'I.2.a. TRACES reference number'

A unique TRACES reference number is assigned automatically by TRACES, and is displayed after submission of Part I.

While the import certificate remains at the submission stage ('New'), TRACES users can still modify Part I. A version number (- Vx) is automatically added to the unique IMPORT reference number and is incremented each time the document is resubmitted, whether or not it is modified.

'I.6. Person responsible for load in EU'

29 This means: live animals, products, transit/storage, semen/embryo/ova
30 http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0240:EN:NOT
31 More information can be found under heading 'II.5. Follow-up (*feedback on CED/CVED/DECLAR*)' of the 'Import certificates Part II' user manual.

Apart from the transit/storage products model [32], this box is not mandatory in TRACES. However, in order to facilitate the pre-notification of your consignment (by the 'Person responsible for load' or 'Customs agent in EU') to the appropriate EU BIP/DPI/DPE, we recommend to fill in this box. This will trigger a notification to your contact person in the EU.

'I.17. No.(s) of CITES:'

The 'Convention on International Trade in Endangered Species of Wild Fauna and Flora' (CITES) became the only global treaty ensuring that international wildlife trade is based on sustainable use and management of wild and captive populations. CITES [33] provides a framework for cooperation and collaboration among nations to prevent further decline in wild populations of animals and plants.

This box will be activated automatically within TRACES depending on the commodity (sanitary *(type)* and phylogeny *(class, family, species)* level) chosen.

Use the 'Add' button to specify multiple CITES numbers.

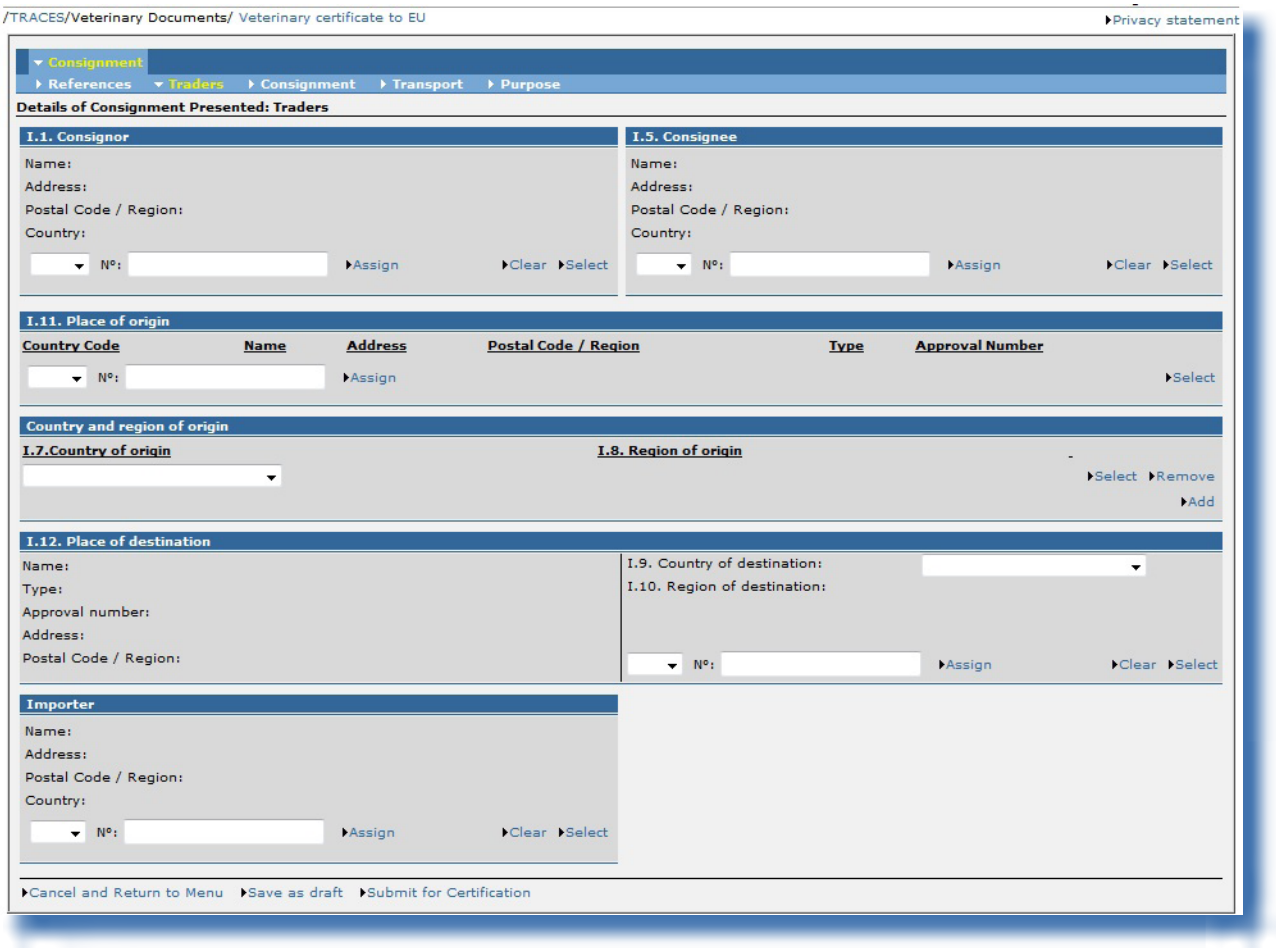
'Competent Authorities'

The name of the competent authorities and their TRACES codes are filled in automatically when Part I is initiated, depending on the organisation entered in box 'I.11. Place of origin'.

32 According to Commission Decision 2007/240/EC.

33 CITES: http://www.cites.org/

TRADERS



'I.1. Consignor'

In complement of Commission Decision 2007/240/EC, [34] and in case of export of fishery products and EU establishments, [35] the organisation entered in box 'I.1. Consignor' may belong to an EU/EFTA country. In this case, the automatic copying [36] of the organisation to boxes 'I.11. Place of origin' and 'I.13. Place of loading' is deactivated.

'I.5. Consignee'

In case of transiting consignments, non-EU organisations may be added.

If you are using TRACES for non-EU certification, [37] the list of available countries (EU or non-EU) may be restricted to the certificate model chosen.

'I.11. Place of origin'

34 http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0240:EN:NOT

35 More information can be found under heading 'II.1.2. Export of fishery products and EU establishments'.

36 More information can be found under heading 'II.2.2.3. Automatic filling of import certificate boxes'.

37 'Non-EU certification' refers to non-EU countries that would like to use TRACES for trade between non-EU countries (*other than EU/EFTA countries*).

There is a clear link between the organisation entered in box 'I.11. Place of origin' and the competent authorities automatically assigned to the import certificate. [38]

IIn complement of Commission Decision 2007/240/EC, [39] and in case of export of fishery products and EU establishments, [40] the organisation entered in box 'I.11. Place of origin' may belong to an EU/EFTA country, whatever the nationality of the consignor.

'I.7. Country of origin' and 'I.8. region of origin'

Multiple countries (*and regions* [41]) of origin may be entered. Use the 'Add' and 'Select' [42] buttons after having specified the first line [43] within the import certificate.

If the drop-down list in box 'I.7. Country of origin' does not contain the desired country, you might need to double-check the IMPORT model. [44]

Box 'I.8. Region of origin' may be selected once box 'I.7. Country of origin' is entered. This means, if regions have been specified for that country. [45]

In relation to the export of fishery products and EU establishments, [46] and if the organisation in box 'I.11. Place of origin' is a cold store (CS) in a non-EU country, the organisation in box 'I.7. Country of origin' remains the non-EU country where the unloading and loading operations were carried out.

'I.9. Country of destination'

In case of transiting consignments, a non-EU country may be added.

'I.12. Place of destination'

In principle, [47] only box 'I.9. Country of destination' is mandatory. [48] Nevertheless, in view of traceability, we recommend filling in as much details as possible.

If you are using TRACES for non-EU certification, [49] the list of available countries (EU or non-EU) may be restricted to the certificate model chosen.

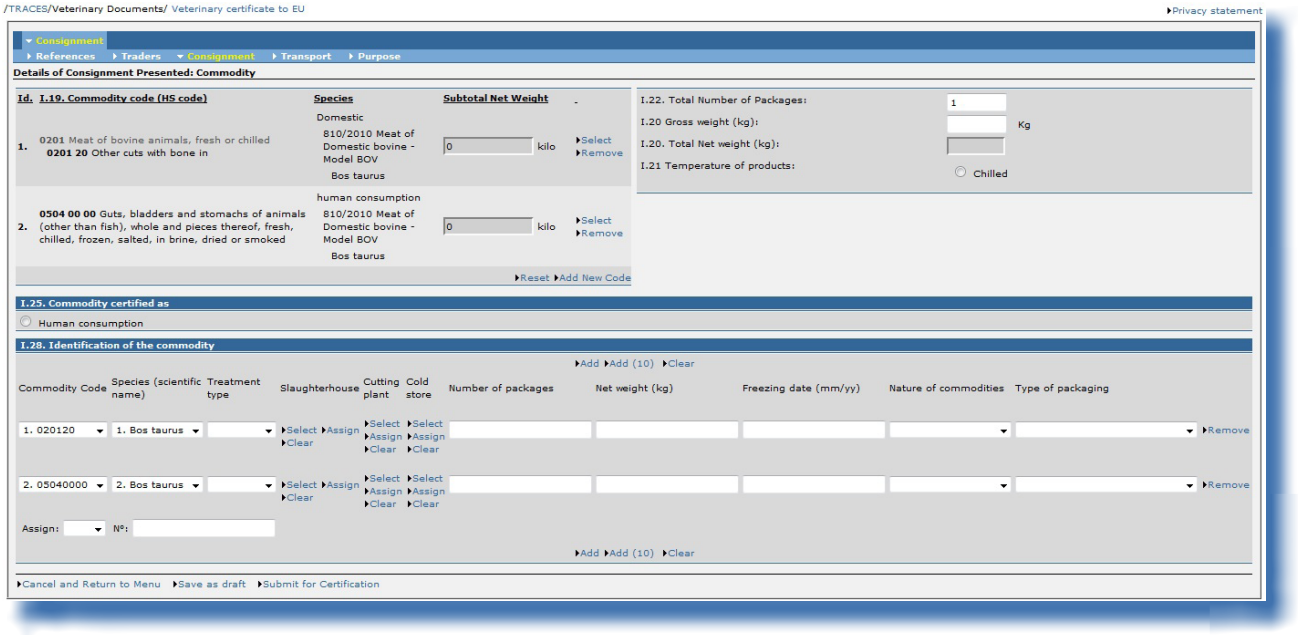
'Importer'

This box is not mandatory and will not appear on the printed import certificate.

In case of transiting consignments, non-EU organisations may be added.

38 More information can be found under sub-heading 'Competent Authorities' of the heading 'References'.
39 http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0240:EN:NOT
40 More information can be found under heading 'II.1.2. Export of fishery products and EU establishments'.
41 If any. The creation or modification of regions in non-EU countries must be requested to 'SANCO-TRACES@ec.europa.eu'. Please enclose your (non-EU country) competent authority in CC (Carbon Copy) to your message.
42 Or, instead of the 'Select' button: the drop-down box to directly choose the desired country/region.
43 You cannot specify a second line as long as the first line does not contain a value (country/region).
44 The model selected to your IMPORT can be verified in box 'I.19. Commodity code (HS code)' of the 'Consignment' tab. More information can be found in the sub-heading 'Consignment'.
45 The creation or modification of regions in non-EU countries must be requested to 'SANCO-TRACES@ec.europa.eu'. Please enclose your (non-EU country) competent authority in CC (Carbon Copy) to your message.
46 More information can be found under heading 'II.1.2. Export of fishery products and EU establishments'.
47 According to Commission Decision 2007/240/EC.
48 This means, the country drop-down box.
49 'Non-EU certification' refers to non-EU countries that would like to use TRACES for trade between non-EU countries (*other than of EU/EFTA countries*).

CONSIGNMENT



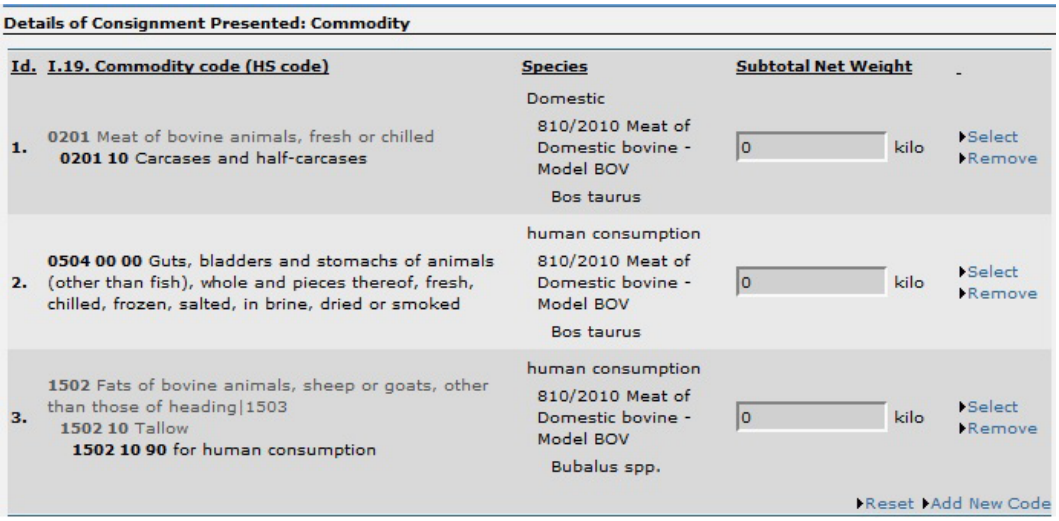
'I.19. Commodity code (HS code)'

The nomenclature code and code extensions in the import certificate can be modified with the 'Select', 'Remove', 'Reset' and 'Add New Code' buttons.

Any addition of nomenclature code or code extensions may be restricted to the IMPORT model currently chosen. [50] Any modification of nomenclature code or code extension may cause information to be deleted in Part I, to comply with the consistency rules.

If the consignment involves multiple selected nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

50 Modification of the IMPORT model chosen, is only possible through the cancellation and re-creation of the IMPORT, as it involves the definition of Part II of the import certificate.



Details of Consignment Presented: Commodity

Id.	I.19. Commodity code (HS code)	Species	Subtotal Net Weight	
1.	**0201** Meat of bovine animals, fresh or chilled **0201 10** Carcases and half-carcases	Domestic 810/2010 Meat of Domestic bovine - Model BOV Bos taurus	0 kilo	Select Remove
2.	**0504 00 00** Guts, bladders and stomachs of animals (other than fish), whole and pieces thereof, fresh, chilled, frozen, salted, in brine, dried or smoked	human consumption 810/2010 Meat of Domestic bovine - Model BOV Bos taurus	0 kilo	Select Remove
3.	**1502** Fats of bovine animals, sheep or goats, other than those of heading|1503 **1502 10** Tallow **1502 10 90** for human consumption	human consumption 810/2010 Meat of Domestic bovine - Model BOV Bubalus spp.	0 kilo	Select Remove

Reset Add New Code

The Id. number is also shown in the box 'Identification of the commodity':

I.28. Identification of the commodity

Add Add (10) Clear

Commodity Code	Species (scientific name)	Treatment type	Slaughterhouse	Cutting plant	Cold store	Number of packages	Net weight (kg)	Freezing date (mm/yy)	Nature of commodities	Type of packaging	
1. 020110	1. Bos taurus		Select Assign Clear	Select Assign Clear	Select Assign Clear						Remove
2. 05040000	2. Bos taurus		Select Assign Clear	Select Assign Clear	Select Assign Clear						Remove
3. 15021090	3. Bubalus spp.		Select Assign Clear	Select Assign Clear	Select Assign Clear						Remove

Assign: N°:

Add Add (10) Clear

Note that only commodities with the same temperature type (ambient, chilled or frozen) can be selected in the import certificate.

For each nomenclature code, the field 'Subtotal Net Weight' is completed automatically, according to the net weights entered in each line linked to the code in question. Box 'I.20. Total Net weight (kg)' corresponds to the sum of subtotals and is automatically filled in when the user switches tabs.

Box 'I.28 Identification of the commodity'

Use the 'Add' or 'Add (10)' buttons to add more lines in box 'I.28'.

Different organisations can be specified for each line, by use of the 'Select' and 'Assign' [51] buttons.

In relation to the export of fishery products and EU establishments [52] and if the organisation in box 'I.11. Place of origin' belongs to an EU/EFTA country, the organisation(s) appearing in box 'I.28. Identification of the commodities' can only be the organisation entered in box I.11. If the organisation in box I.11 is a cold store (CS) in a non-EU country, the selection in box I.28 of an EU/EFTA organisation meeting the criteria defined 'supra' is possible.

'Comma' and 'point' separators

A comma should be used to enter decimal numbers (maximum of 2 places). A point does not need to be used for specifying thousands.

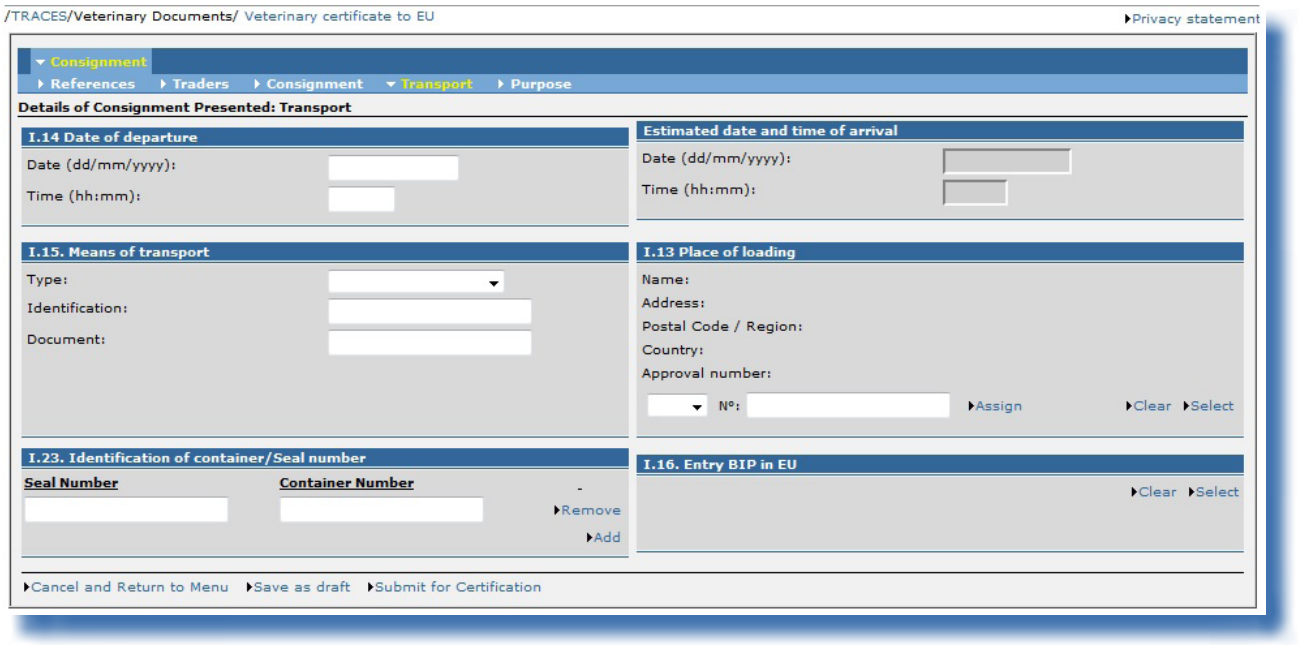
51 Use the 'Assign' button for each line activated in box 'I.28', in combination with the 'Assign' drop-down box and 'N°' text-box at the bottom of box 'I.28', to quickly obtain the organisation.

52 More information can be found under heading 'II.1.2. Export of fishery products and EU establishments'.

However, the printed import certificate automatically displays a point to indicate decimal numbers.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed import certificate.

TRANSPORT



The Transport tab contains information on transport from the place of loading (box I.13), and is mandatory.

'I.13. Place of loading'

You can select a port of loading in another country. However, the competent authority in charge of the port of loading does not have access to the IMPORT.

In relation to the export of fishery products and EU establishments, [53] the organisation entered in box 'I.1. Consignor' may belong to an EU/EFTA country. In this case, the automatic copying [54] of the organisation to box 'I.13. Place of loading' is deactivated. The selection or creation of a non-EU establishment with 'Port of loading' as an activity type is compulsory.

'I.14. Date of departure'

A consistency check exists between box 'I.14. Date of departure' and:

- the date of declaration (*Part I, 'References' tab*) [55] by the economic operator;
- the date of certification (*Part II)* by the competent authority.

This declaration date must be identical or precede the departure date by 10 days. [56]

The certification date must precede the departure date of the consignment in accordance with legislation.

53 More information can be found under heading 'II.1.2. Export of fishery products and EU establishments'.
54 More information can be found under heading 'II.2.2.3. Automatic filling of import certificate boxes'.
55 The declaration date (Part I) may be different from the certification date (Part II), if Part I of the IMPORT has first been submitted by the economic operator.
56 This consistency check also applies when an IMPORT is replaced. More information on the replacement of an import certificate can be found under heading 'III.1.2. Modify certified import certificates (Parts I and II)' of the 'Import certificates Part II' user manual.

'I.15. Means of transport'

Besides 'single' means of transport such as 'road vehicle', 'railway wagon', 'aeroplane', 'ship' or 'other', you may also add combinations such as 'Ship/Railway wagon' or 'Ship/Road vehicle'.

'I.16. Entry BIP in EU'

If box 'I.6 Person responsible for load in EU' [57] in the 'References' tab contains an organisation, box 'I.16. Entry BIP in EU' will automatically be filled with its competent authority.

If box 'I.6 Person responsible for load in EU' is empty, you may manually select the EU BIP/DPE/DPI using the 'Select' button automatically displayed in this box in this case.

'I.23. Identification of container/seal number'

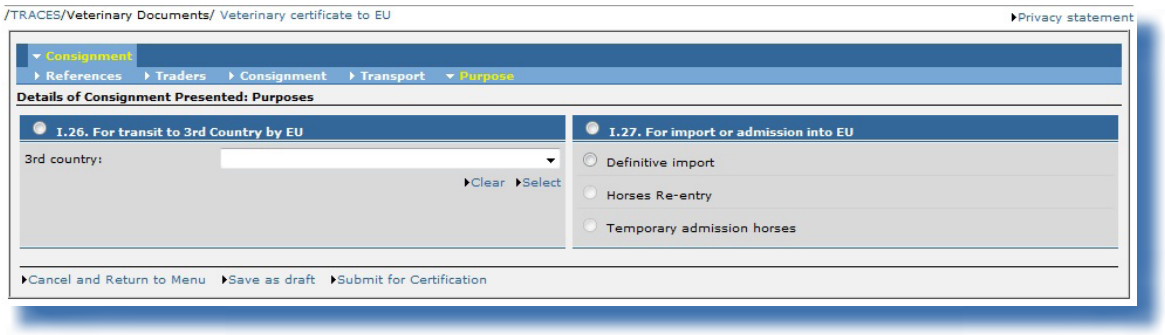
The 'add' button can be used to enter as many lines as necessary, [58] since the container number and seal number may be independent and may be filled in or not.

'Estimated date and time of arrival'

This box is greyed out and cannot not be filled in.

57 Apart from the transit/storage products IMPORT model, this box is not mandatory in TRACES.
58 You cannot add another line as long as the first line does not contain a value.

PURPOSE

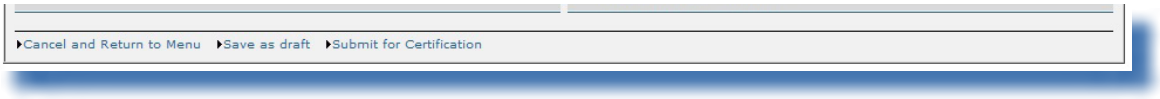


'I.26. For transit to 3rd Country by EU'

For a transiting consignment, if box 'I.26. For transit to 3rd Country by EU' is ticked, box 'I.6. Person responsible for load in EU' in the 'References' tab becomes mandatory and box 'I.5. Consignee' in the 'Traders' tab becomes optional.

II.2.4. SUBMISSION OPTIONS

The following options are available for submission of an import certificate in TRACES (Part I, Consignment):

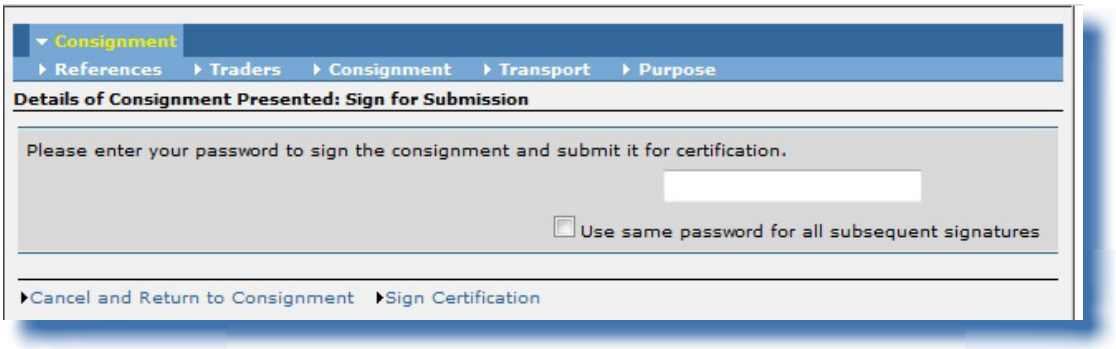


Save options

'Cancel and return to menu'	Returns to the IMPORT submenu and cancels all actions performed during creation of the import certificate. If your import certificate has not yet been saved, all information entered in Part I will be lost.
'Save as draft'	Saves Part I of an import certificate that has not yet been completed. It is an intermediate optional stage before the final submission of Part I of the import certificate to your competent authority. 'Save as draft' can be used as many times as necessary in TRACES. For search purposes, certain information on the consignment, consignor, consignee, country of destination and place of origin is mandatory for the 'Save as draft' option. Any further information needed for Part I may be filled in later on. The status of the import certificate is then '**Draft'**. This option is available to both economic operators and competent authorities, but only 'direct' colleagues will be able to view the 'Draft' import certificates. No notification messages will be sent regarding the submission of an import certificate in 'Draft' status.
'Submit for Certification'	All mandatory boxes in Part I must be completed to submit the import certificate to the competent authority for certification. This option is available to both economic operators and competent authorities. If Part I of the import certificate is submitted by the economic operator, they can view the document, along with their direct colleagues and their competent authority. However, if the import certificate has been submitted by the competent authority itself, the economic operator (even when entered in the import certificate) will not be able to view it. The status of the import certificate is then '**New'**. A notification message will be sent upon submission of the import certificate ('New').

II.2.5. SIGNATURE

TRACES requires you to enter your password to submit the import certificate.
After entering it, click on the '**Sign validation'** button.



The box '**Use same password for all subsequent signatures'** can be checked for the password to be stored by TRACES throughout the session. A session terminates automatically after 30 minutes of inactivity.

II.3. Follow-up

II.3.1. Next steps for IMPORT

As soon as the import certificate has been submitted ('Submit for certification'), the non-EU competent authority have immediate access to the import certificate in question, and will be automatically notified by TRACES for it to continue with the certification process.

More information on certification by competent authorities can be found in the 'Import certificates Part II' user manual, also available with the TRACES Toolkit. [59]

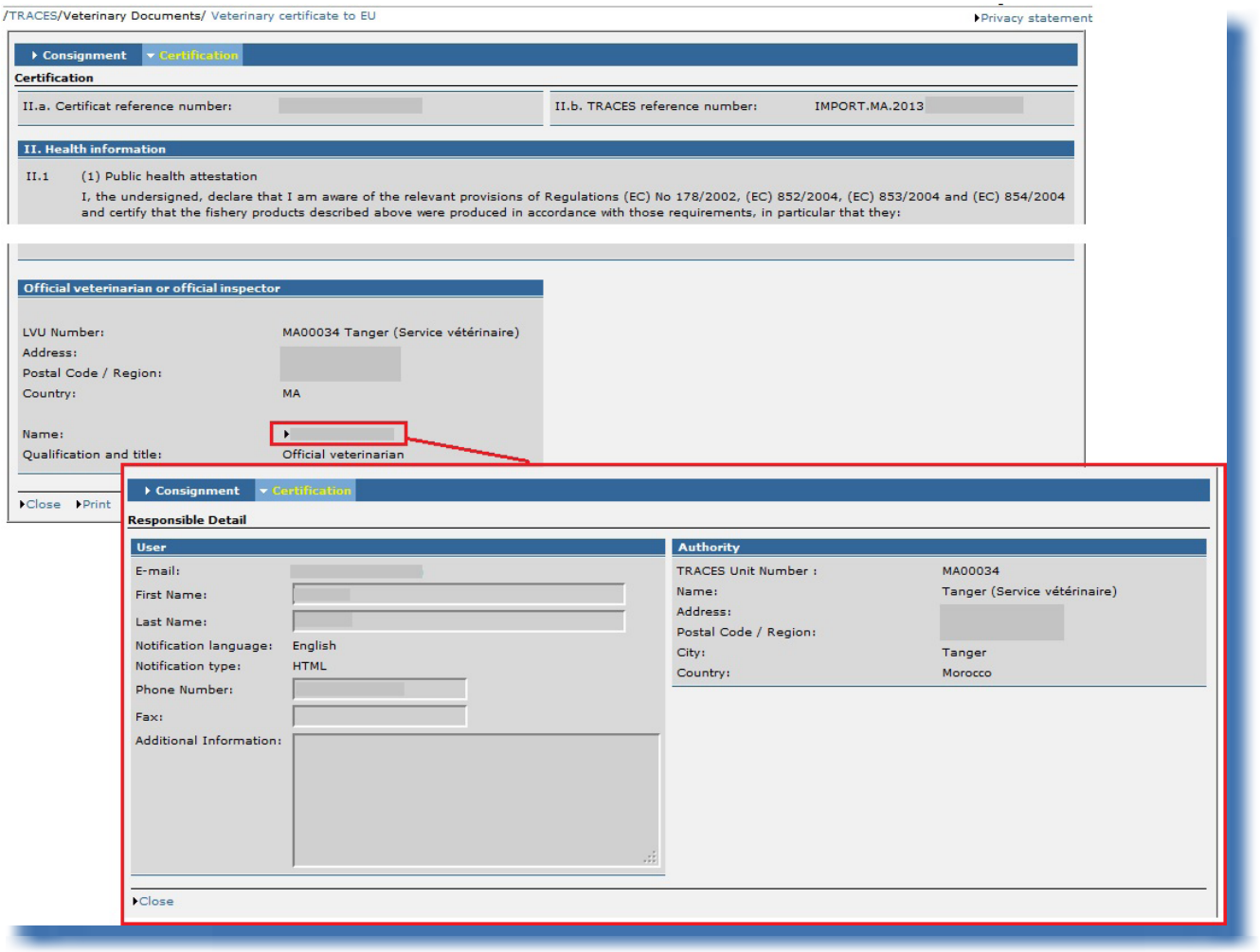
II.3.2. Getting in contact with the competent authority

Once the competent authority has certified the import certificate (Part II) submitted by the economic operator, [60] the latter can view the contact details of the competent authority by searching for the certified import certificate, opening it and clicking the link to the name of the competent authority who signed it.

For privacy reasons, only the official e-mail address of the signing competent authority may be available.

59 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

60 If the import certificate has been submitted by the competent authority itself, the economic operator (even when entered in the import certificate) will not be able to view it.


/TRACES/Veterinary Documents/ Veterinary certificate to EU
Privacy statement
Consignment
Certification
Certification
II.a. Certificat reference number:
II.b. TRACES reference number:
IMPORT.MA.2013
II. Health information
II.1 (1) Public health attestation
I, the undersigned, declare that I am aware of the relevant provisions of Regulations (EC) No 178/2002, (EC) 852/2004, (EC) 853/2004 and (EC) 854/2004 and certify that the fishery products described above were produced in accordance with those requirements, in particular that they:
Official veterinarian or official inspector
LVU Number:
MA00034 Tanger (Service vétérinaire)
Address:
Postal Code / Region:
Country:
MA
Name:
Qualification and title:
Official veterinarian
Close
Print
Consignment
Certification
Responsible Detail
User
E-mail:
First Name:
Last Name:
Notification language:
English
Notification type:
HTML
Phone Number:
Fax:
Additional Information:
Authority
TRACES Unit Number :
MA00034
Name:
Tanger (Service vétérinaire)
Address:
Postal Code / Region:
City:
Tanger
Country:
Morocco
Close

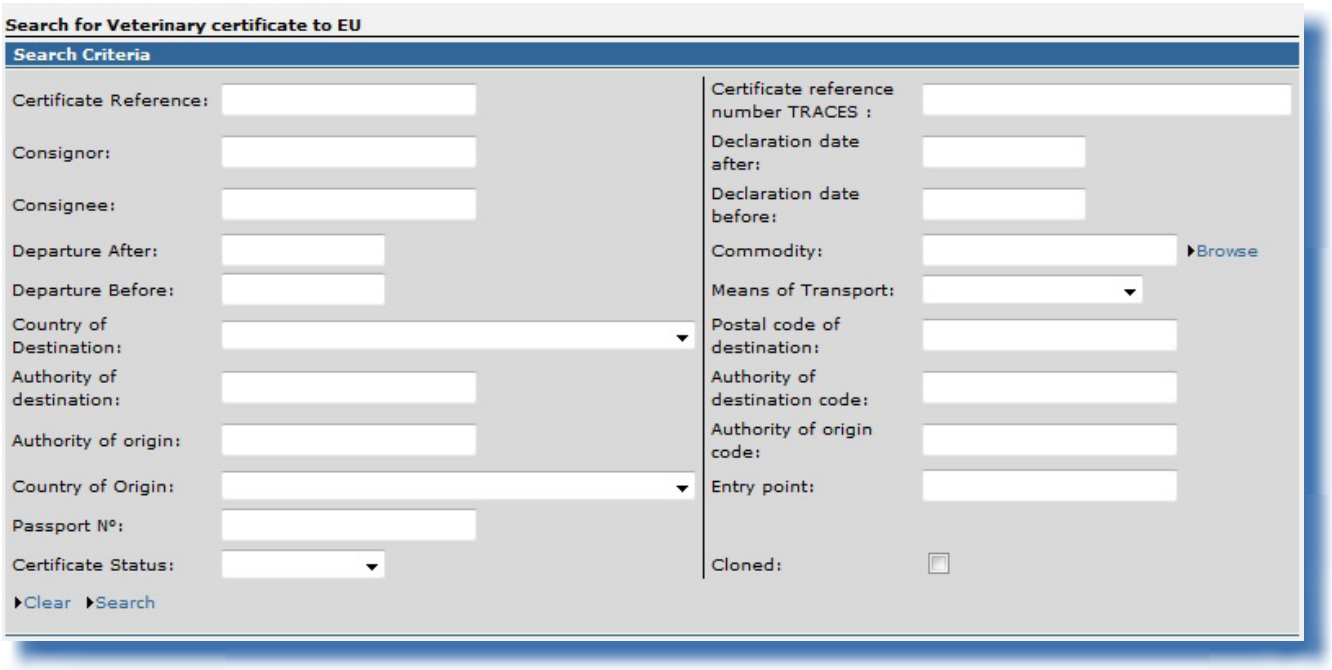
III. IMPORT CERTIFICATE FUNCTIONALITIES

III.1. SEARCH FOR AN IMPORT CERTIFICATE

Choose the following official document type in the 'Veterinary Documents' menu:

- 'Veterinary certificate to EU'

...and specify one or more search criteria, [61] which mostly relate to Part I (Consignment) of the import certificate.
You can use search criteria individually [62] or in conjunction with other search criteria. Some specific search criteria are illustrated below.



Search options

Certificate reference	Refers to the (*non mandatory*) local reference number, specified in box 'I.2. Certificate reference number'.
Certificate reference number TRACES	Refers to the unique TRACES reference number, automatically assigned to the import certificate.
Certificate status	Information on import certificate statuses can be found under heading 'II.1.1. Certification workflow'.

61 You can use the wildcard character % in most of the TRACES search criteria in order to search for a wider range of data. In addition, TRACES makes no distinction between the upper and lower case in searches. Example: entering 'IMPORT.FR%' in the 'Certificate reference number TRACES' field (minimum of nine characters) searches for all IMPORTs available to a given user.
62 The 'Certificate Status' criterion cannot be used alone.

Search options

Cloned	In order to facilitate the verification of official entry documents (CEDs/CVEDs/ DECLARs) submitted from TRACES issued IMPORTs at the EU border, the competent authority may search for IMPORTs that have already been cloned to official entry documents by clicking the 'Cloned' button. More information on the cloning operation by EU BIP/DPE/DPI can be found under heading 'II.5. Follow-up (*feedback on CED/CVED/DECLAR*)' of the 'Import certificates Part II' user manual.

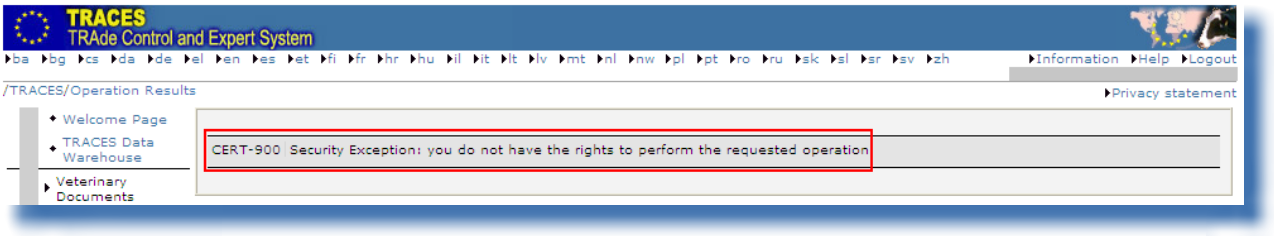
III.1.1. WORKAROUNDS AND LIMITATIONS

Apart from using the search criteria in TRACES, you may also find an import certificate by using its unique 'TRACES reference number' in a specific workaround:

Select the URL as listed below and enter the TRACES reference number at the end of the address as follows: [63]

https://webgate.ec.europa.eu/sanco/traces/certificates/euimport/open.do?ref=IMPORT.XX.YYYY.ZZZZZZZ

In accordance with the access rules for the (business) data, you must be declared in the import certificate in order to access it. If not, you may receive the following alert message:


TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mt nl nw pl pt ro ru sk sl sr sv zh
Information Help Logout
/TRACES/Operation Results
Privacy statement
Welcome Page
TRACES Data Warehouse
Veterinary Documents
CERT-900 Security Exception: you do not have the rights to perform the requested operation

"Security Exception: you do not have the rights to perform the requested operation"

NOTE - Non-EU countries using TRACES for certification of IMPORTs may access official entry documents (CEDs/CVEDs/DECLARs) issued from the cloning of their validated IMPORTs. [64] Following adresses can therefore be used as well:

1. *https://webgate.ec.europa.eu/sanco/traces/certificates/ced/open.do?ref=CED.XX.YYYY.ZZZZZZZ*
2. *https://webgate.ec.europa.eu/sanco/traces/certificates/cvedanimals/open.do?ref=CVEDA.XX.YYYY.ZZZZZZZ*
3. *https://webgate.ec.europa.eu/sanco/traces/certificates/cvedproducts/open.do?ref=CVEDP.XX.YYYY.ZZZZZZZ*
4. *https://webgate.ec.europa.eu/sanco/traces/certificates/euimport/open.do?ref=DECLAR.XX.YYYY.ZZZZZZZ*

63 Legend:
XX = country ISO code in which the LVU of the Place of origin is situated
YYYY = submission year
NNNNNNN = unique certificate reference number TRACES

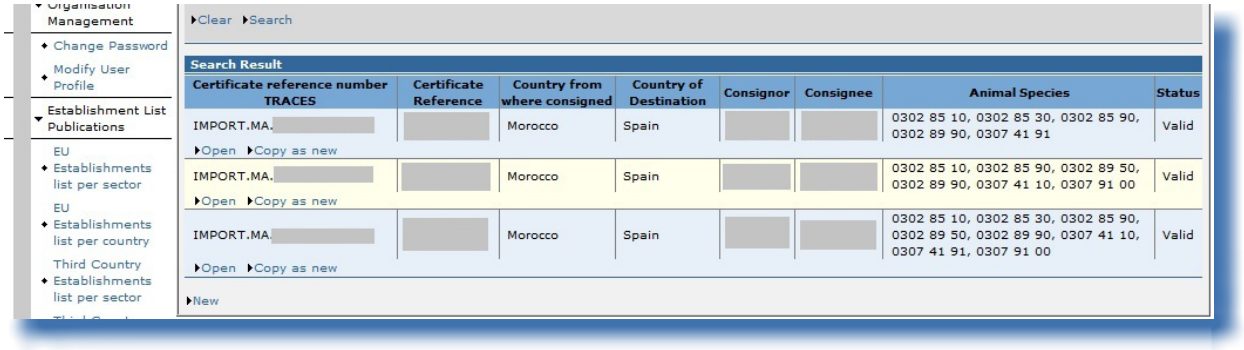
64 More information on the cloning operation by EU BIP/DPE/DPI can be found under heading 'II.5. Follow-up (*feedback on CED/CVED/DECLAR*)' of the 'Import certificates Part II' user manual.

III.2. Copy as new

There are two options for the submission of a new import certificate:

1. Use the '**New**' button to create a blank import certificate [65]
2. Use the '**Copy as new**' button under an existing import certificate

Both the economic operator and competent authority can create a new import certificate in TRACES. The 'Copy as new' option is thus available to both types of user.



The 'Copy as new' option can be used to quickly create a new import certificate by copying certain data from Part I of an existing import certificate to a new import certificate, thus speeding up the submission process.

The nature of the information copied depends on the Combined Nomenclature code selected. If the code remains the same, all the information from the 'Traders' tab is copied from the original to the new import certificate. Depending on the model and CN code selected, the information in the free-text boxes of the original import certificate will be copied automatically to the new import certificate.

The (*original*) import certificate is not affected. The information in the new document can of course be modified.

This 'Copy as new' option can be used for any import certificate, whatever its status (valid, rejected, cancelled, new, etc.). [66] However, like the 'New' button, the 'Copy as new' button is only available if you are entitled to submit the type of import certificate in question.

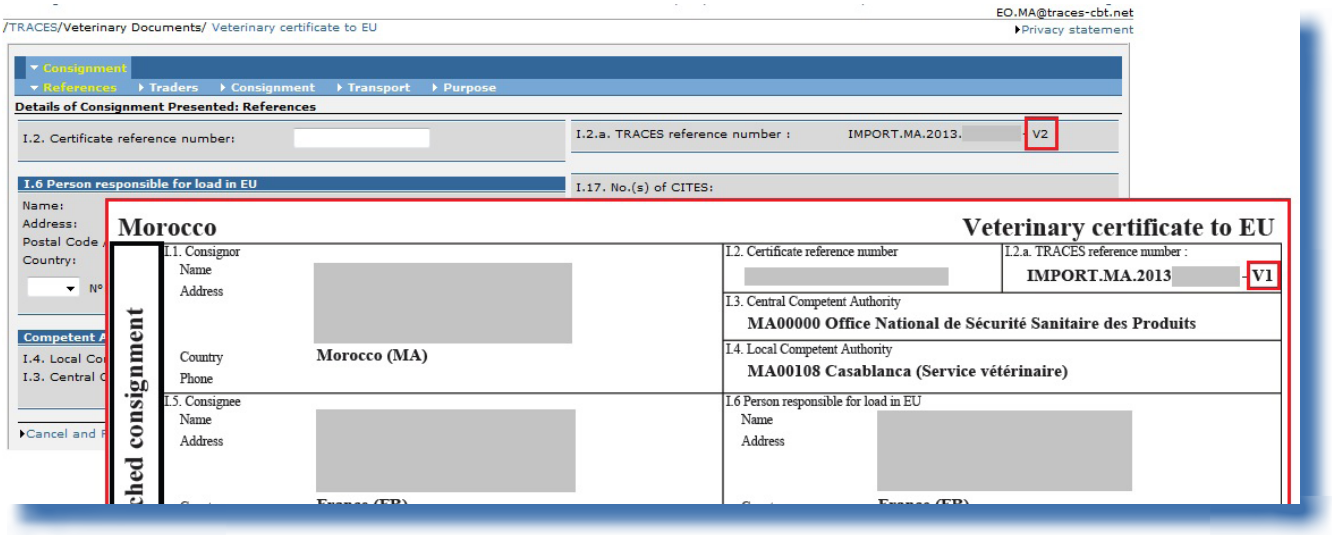
65 More information on the creation and submission of a blank import certificates can be found under heading 'II.2. Submitting Part I (Consignment)'.
66 More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.3. Modify a submitted import certificate

Depending on the import certificate model chosen, [67] you can make your desired modifications by simply searching and opening import certificates in 'Draft' and 'New' status.

'Draft' import certificates are only accessible to the submitting TRACES economic operator and their direct colleagues, belonging to the same organisation.
Because 'New' import certificates have already been submitted to the competent authority, a 'New' import certificate can be modified only if the competent authority has not yet certified the document.

TRACES users can easily check whether a modification has been made to Part I by checking the version number (- Vx) attached to the TRACES certificate reference number.
For print outs of import certificates, quick identification of any modifications made between the moment of printing and the moment of processing Part I may be important.



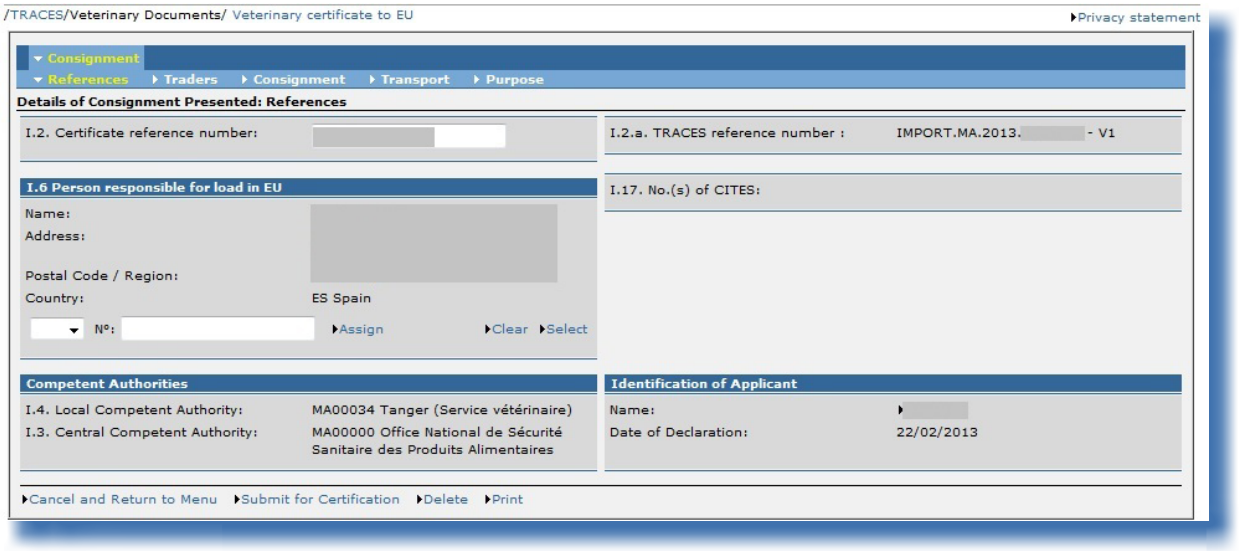
67 Modification of the IMPORT model chosen, is only possible through the cancellation and re-creation of the IMPORT, as it involves the definition of Part II of the import certificate.

III.4. DELETE AN IMPORT CERTIFICATE

The **'Delete**' option is available only when Part I of an import certificate has been submitted and has the status 'Draft' or 'New' in TRACES. [68]
Both the economic operator and the competent authority have access to the import certificate and the '**Delete'** option.
The import certificate will no longer be visible after deletion.

In order to 'Delete' an import certificate:

1. Search for the specific import certificate [69] in the 'Veterinary Documents' submenu:
   'Veterinary certificate to EU'
2. Click the 'Open' button under the import certificate
3. Click the 'Delete' button



68 More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.
69 For 'Draft' import certificates, only the 'initiator' and his/her direct colleagues, belonging to the same organisation, will be able to consult and make additional modifcations (like deletions) to the import certificate. More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.5. PRINT IMPORT CERTIFICATES

In order to print out a TRACES import certificate you need:

- Hardware: a printer
- Software: an updated version of Adobe Acrobat Reader [70]

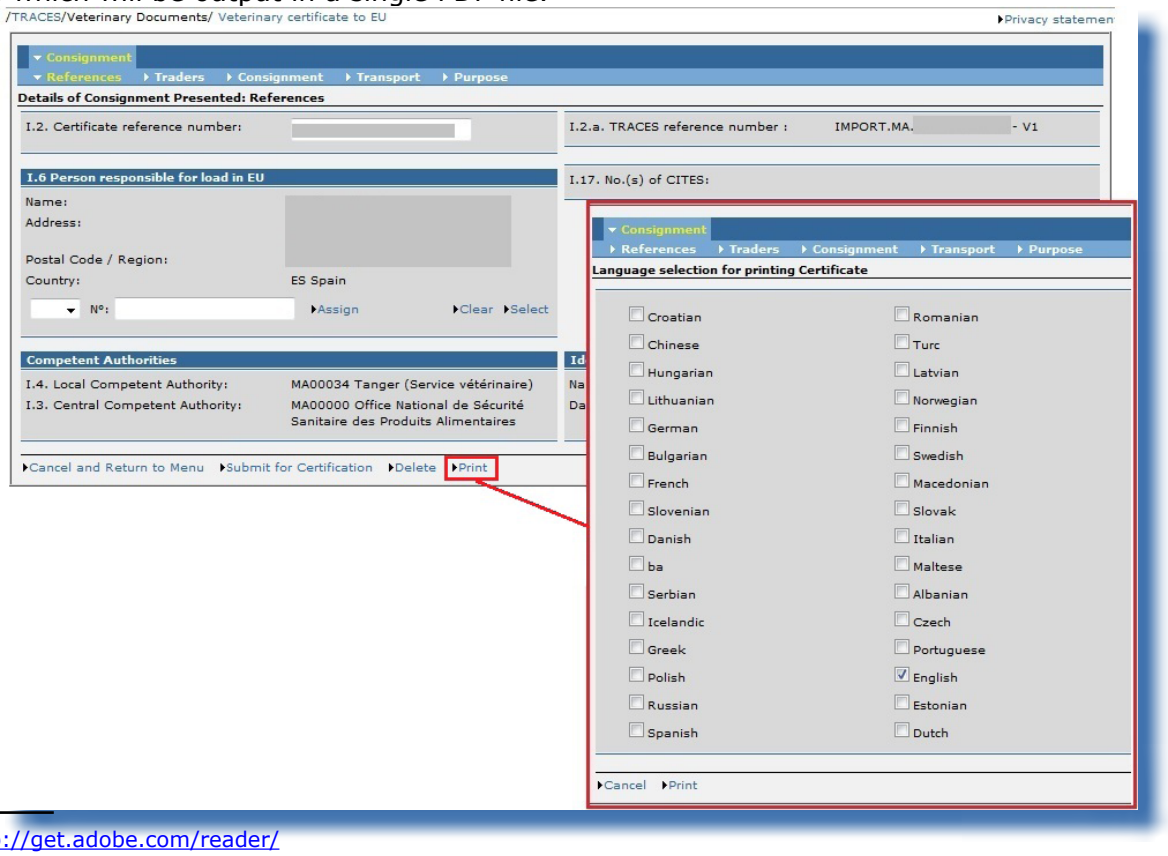
Import certificates must be drawn up at least in the official language or languages of the Member State of destination and those of the Member State in which the border inspection takes place, or be accompanied by a certified translation into that language or languages. However, a Member State may consent to the use of an official Community language other than its own. [71]

III.5.1. SUBMITTED IMPORT CERTIFICATES

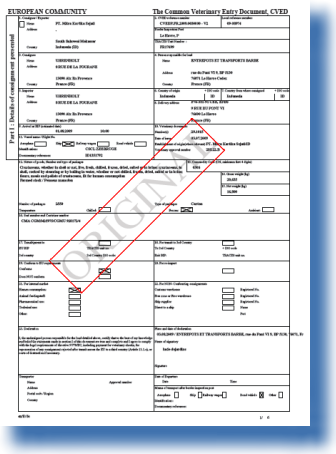
In order to print a submitted import certificate:

1. Search for the specific import certificate in the 'Veterinary Documents' submenu: 'Veterinary certificate to EU'
2. Click the 'Open' button under the import certificate
3. Click the 'Print' button

Another web page is opened where one or more languages can be selected to print the submitted import certificate, which will be output in a single PDF file. [72]



70 http://get.adobe.com/reader/
71 Regulation (EC) No 854/2004.
72 The current TRACES working language is selected by default. You may tick or untick any language boxes you need.



The status of import certificates is shown by a watermark.

Only a valid import certificate has the watermark 'ORIGINAL'. For 'New' status, there is no watermark. There are other watermarks for 'Cancelled', 'Draft', 'Rejected' and 'Replaced'. [73]

In the TRACES test environments, all official documents have the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official document, so as to avoid any confusion with the 'real-life' production environment.

73 More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.5.2. BLANK IMPORT CERTIFICATE MODELS

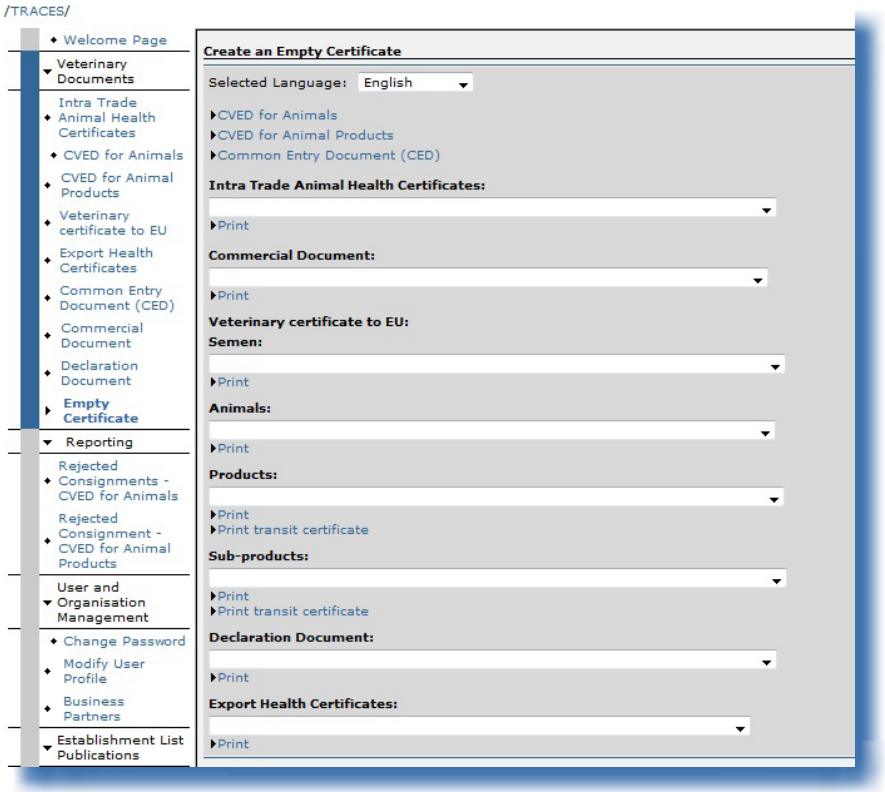
TRACES users can find all (blank) consolidated import certificate models in the 'Veterinary documents' menu, under the 'Empty certificates' submenu.

There are multiple models for IMPORT, under the 'Veterinary certificate to EU' heading:
- Semen
- Animals
- Products
- By-products

In order to print a blank import certificate model:

1. Click the 'Empty Certificate' submenu under the 'Veterinary documents' menu;
2. Select the desired language from the appropriate drop-down list; [74]
3. Select the desired blank import certificate model under 'Veterinary certificate to EU';
2. Click the 'Print' or 'Print transit certificate' button under the blank import certificate.

The blank import certificate model will be displayed in the chosen language, [75] in PDF format, in another webpage.



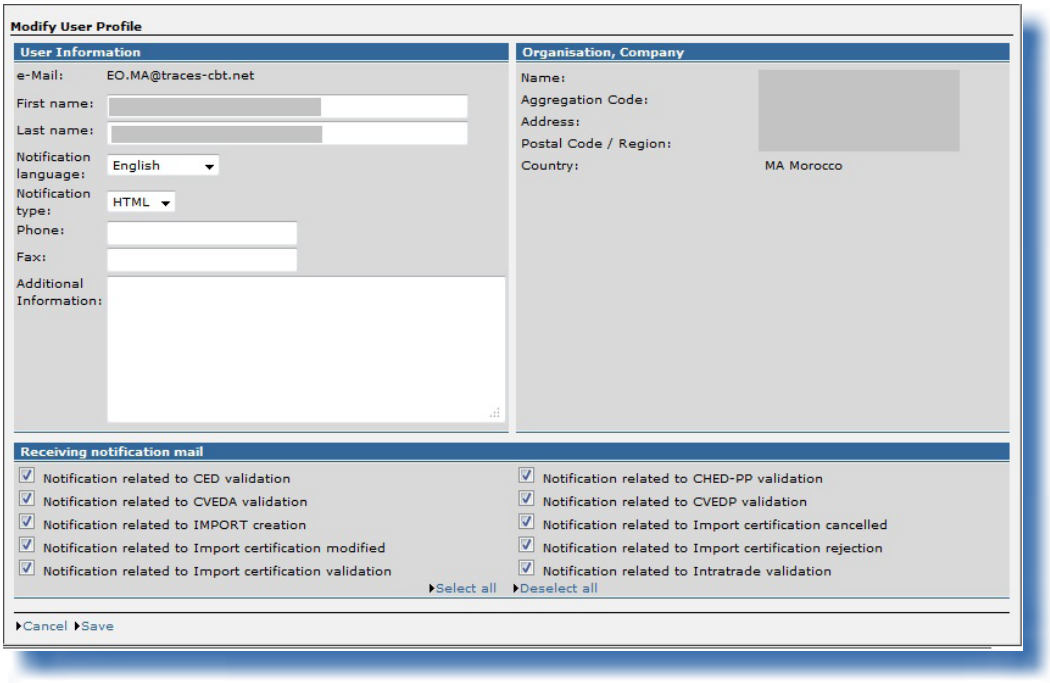
74 Import certificates must be drawn up at least in the official language or languages of the Member State of destination and those of the Member State in which the border inspection takes place, or be accompanied by a certified translation into that language or languages. However, a Member State may consent to the use of an official Community language other than its own.
75 Repeat these steps for any other languages.

III.6. AUTOMATED TRACES E-MAIL NOTIFICATIONS

Automated TRACES e-mail notifications are sent to all valid and active TRACES users concerned, to inform them of certain actions performed or to be performed in TRACES.

These notifications messages can be sorted by category:

- Import certificates: creation, validation, rejection, cancellation, deletion, cloning:
  IMPORT
  INTRA



In the event of a third-country – third-country transit, transfer or transhipment at the EU border, automated TRACES e-mail notifications are sent immediately upon validation of the official entry document, informing the competent authorities at the EU BIP/DPI/DPE concerned and the non-EU countries of destination/ delivery via TRACES.

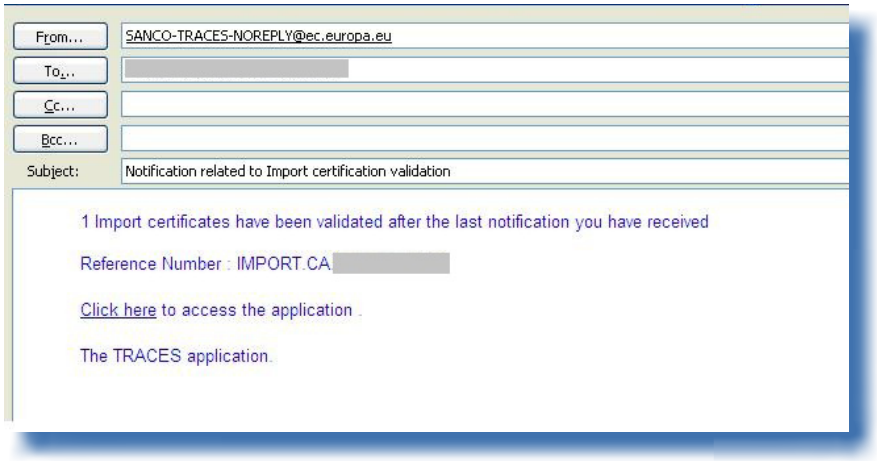
If an official entry document (CED/CVED/DECLAR) created in TRACES is rejected at the EU border, non-EU countries receive an automated TRACES e-mail notification.

TRACES users can choose which automated e-mail notifications they wish to receive by going to the 'User and Organisation Management' menu and 'Modify User Profile' submenu, and ticking the appropriate checkboxes.

Receipt of these automated TRACES e-mail notifications does not affect access to the online TRACES information, which is instantly updated upon any modification made by the competent authority.

III.6.1. SECURED ACCESS

Direct online access to TRACES information via hyperlinks in the automated TRACES e-mail notifications is secured, by use of the TRACES password.



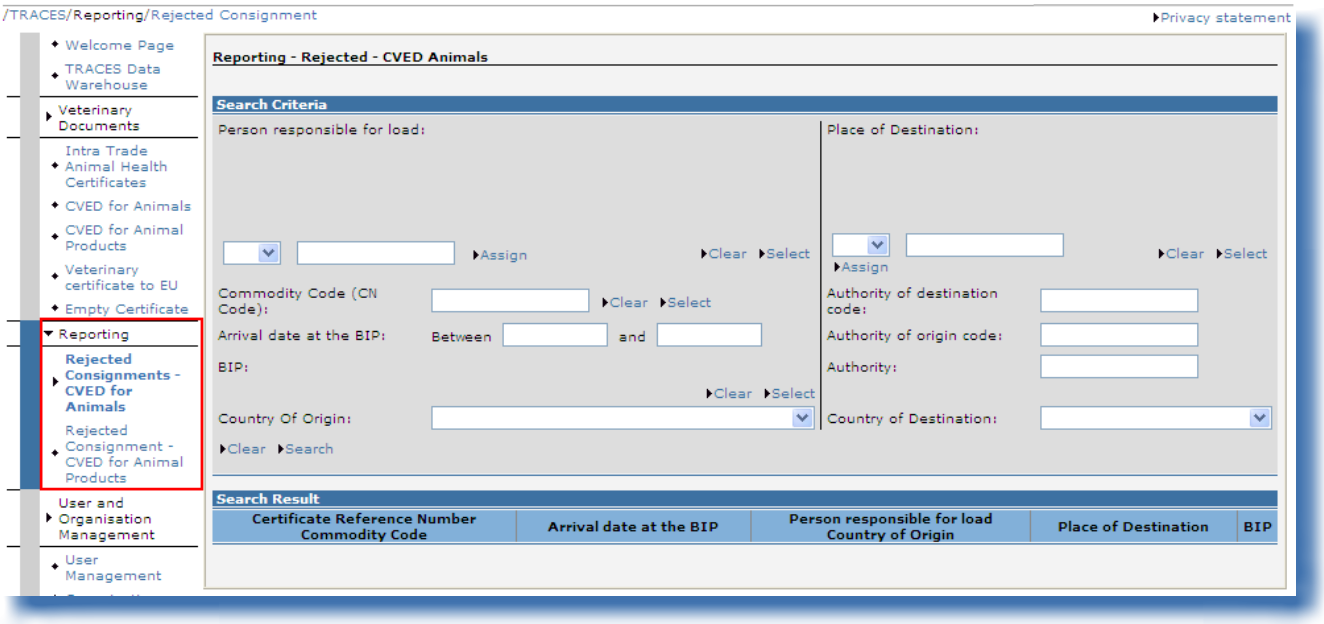
IV. OTHER TRACES MENUS

IV.1. 'REPORTING'

This menu allows consultation of CVEDA and CVEDP [76] consignments rejected at the EU border. [77]
To do this, click on:

- 'Rejected Consignments - CVED for Animals'
- 'Rejected Consignments - CVED for Animal Products'

Several search criteria can be used to refine the search for CVEDs.
Non-EU countries only have access to CVEDs submitted through validation of IMPORTs on a national basis.



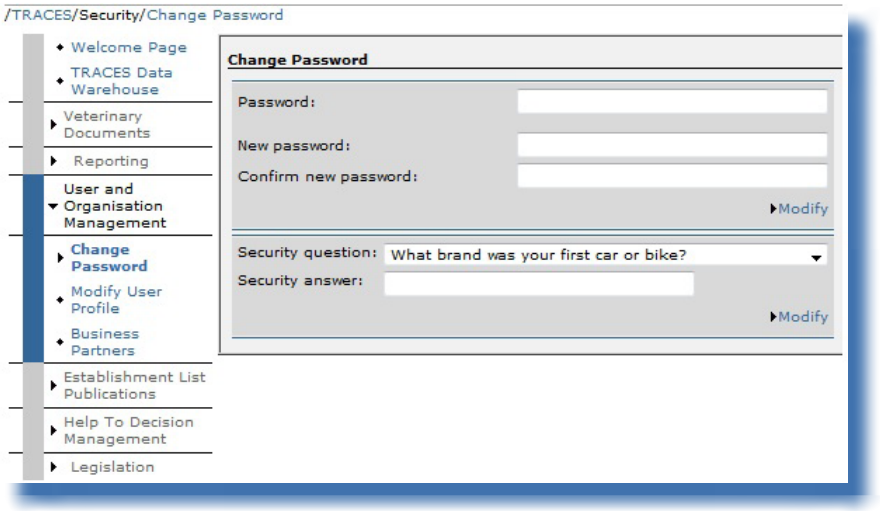
To safeguard the privacy of the commercial data involved, strict access rules apply to each TRACES user profile.

76 This functionality is not (yet) available for CED or DECLAR.
77 No time limit applies.

IV.2. 'User and organisation management'

IV.2.1. Change password / Security question and answer [78]

TRACES users can change their password and security question and answer, whenever they wish, via the 'User and Organisation Management' menu, 'Change Password' submenu.

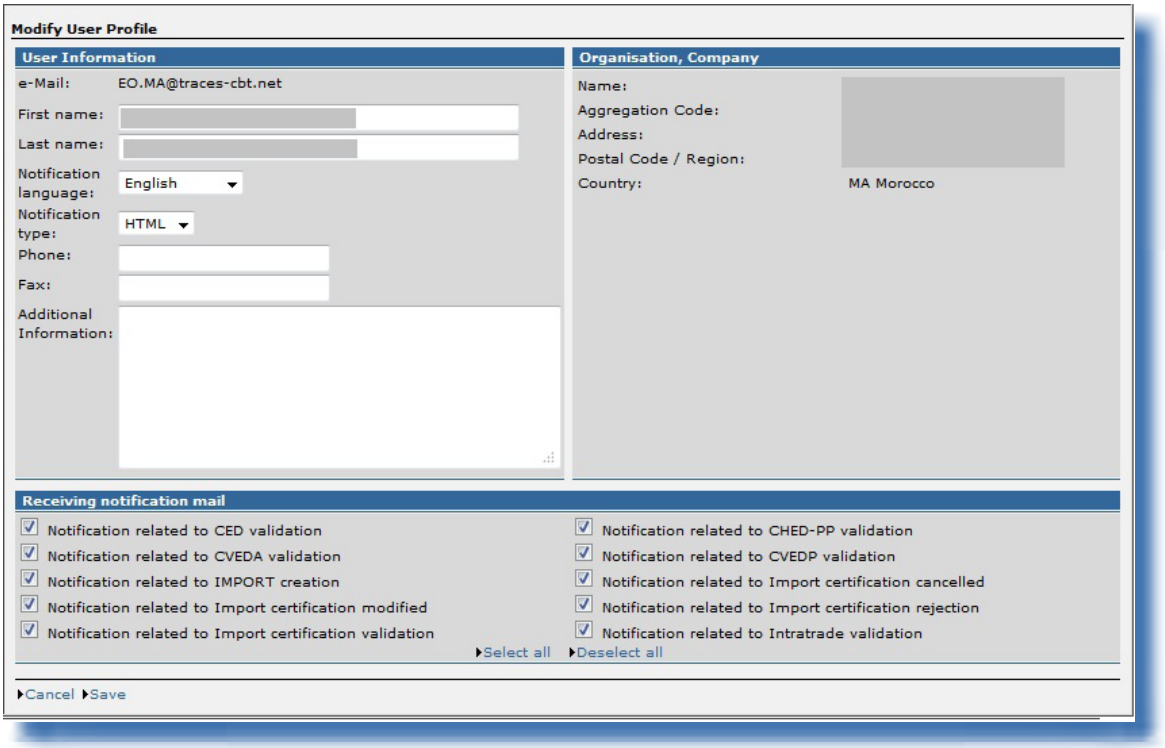


IV.2.2. Modify User Profile [79]

The 'Modify user profile' submenu, available in the 'User and Organisation Management' menu, enables:

- Selection/deselection of the categories of automated TRACES e-mail notifications you wish to receive. [80]
- Verification of the organisation linked to your TRACES profile.
- Modification of the language of automatic notification e-mails, the notification type (HTML/Text) and other user-related data, except for the login (e-mail address). To modify your e-mail address, you must apply to your competent authority, which will make a formal request to the TRACES Team.

78 More information can be found in the 'Organisation, user and authority management' user manual.
79 More information can be found in the 'Organisation, user and authority management' user manual.
80 More information can be found under heading 'III.6. Automated TRACES e-mail notifications' of this user manual.



IV.3. 'ESTABLISHMENT LIST PUBLICATIONS'

More information on the presentation and management of approved establishment listings (LMS), can be found in the 'Organisation, user, Authority management' user manual, also available with the TRACES Toolkit. [81]

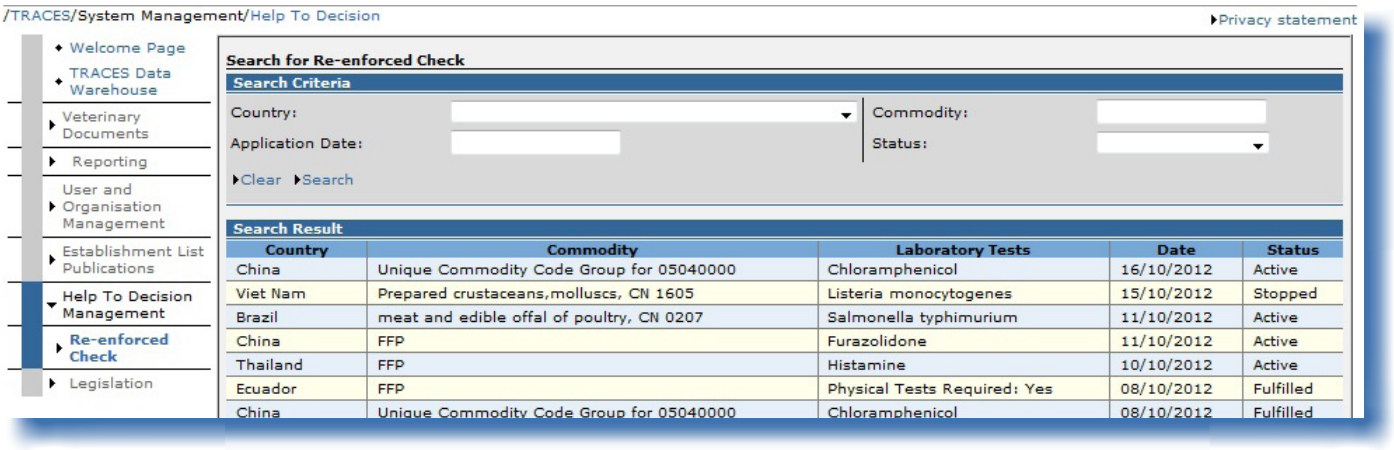
81 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

IV.4. Help To Decision Management

IV.4.1. 'Re-enforced Check' programme

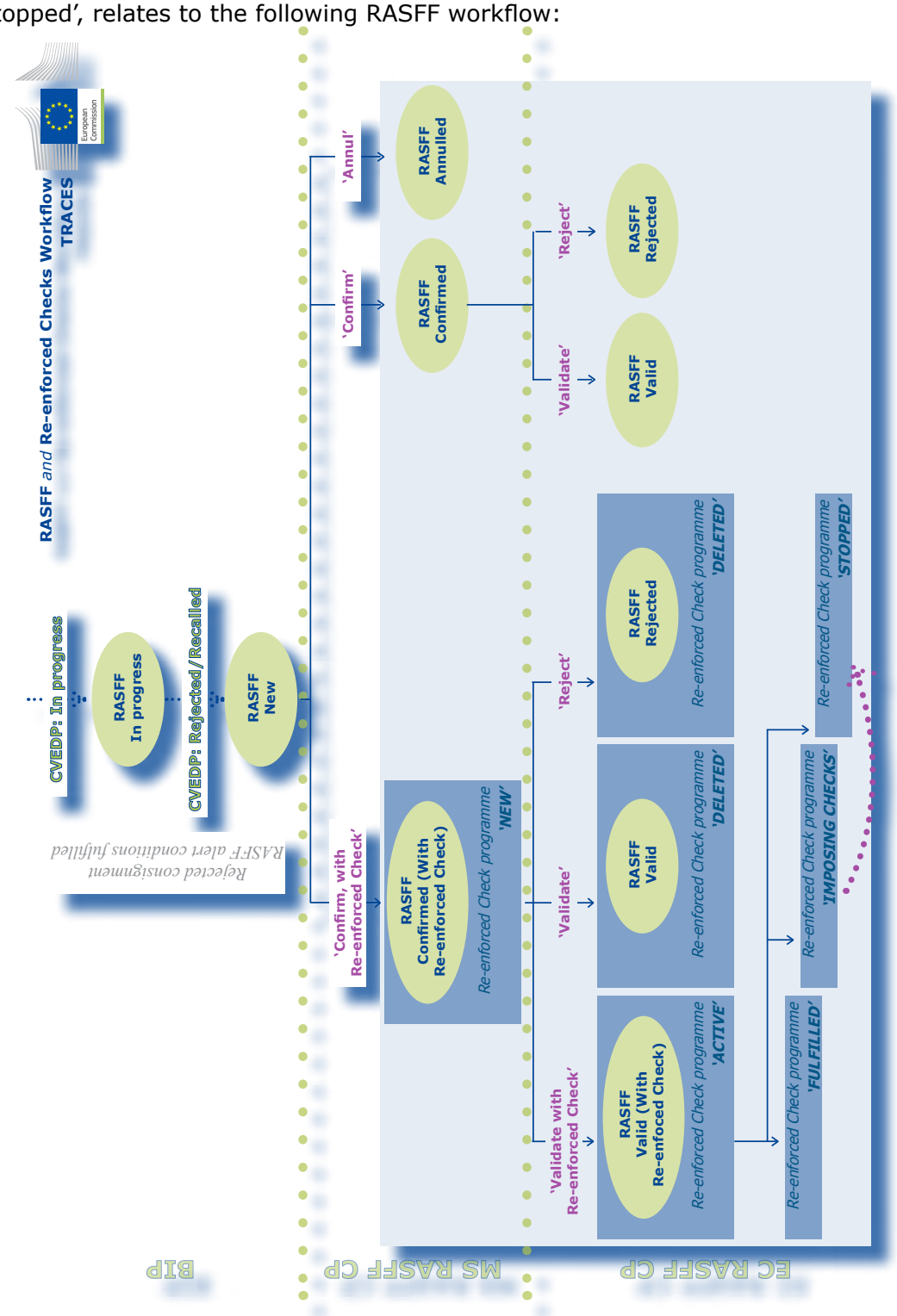
The 'Re-enforced Check' programme submenu available to TRACES economic operators and competent authority users of non-EU countries, complies with Article 24 of Council Directive 97/78/EC.

Read-only details [82] of all Re-enforced Check programmes are available from the 'Help To Decision Management' menu and 'Re-enforced Check' submenu.



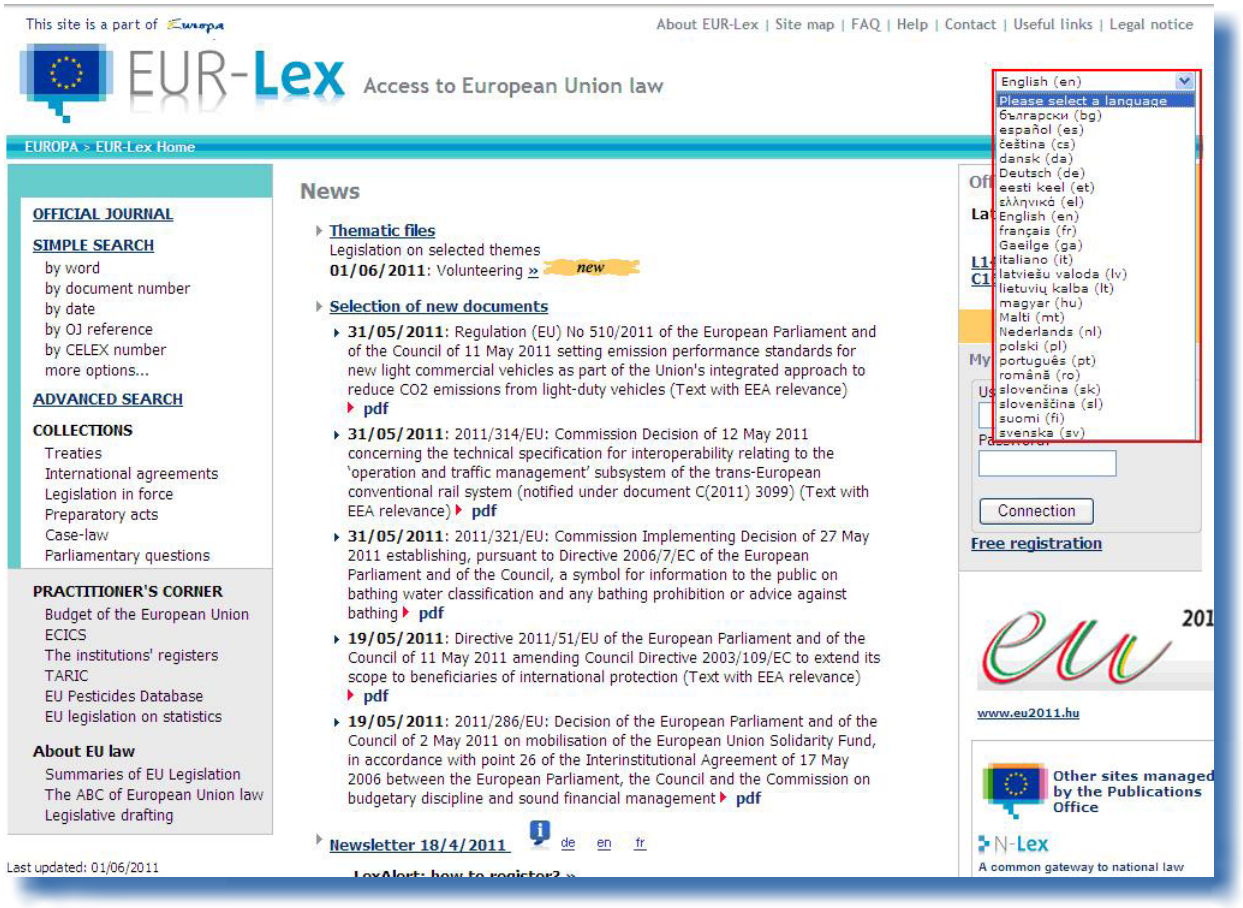
82 To safeguard data privacy, only the country, commodity code and laboratory test details are displayed.

The search criterion 'Status', which can have the values 'Active', 'Deleted', 'Fulfilled', 'Imposing Checks', 'New' and 'Stopped', relates to the following RASFF workflow:



IV.5. 'LEGISLATION'

The 'Legislation' menu redirects the TRACES user to the welcome page of EUR-Lex, the website for access to European Union law and other documents considered to be public.


This site is a part of Europa
About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice
EUR-Lex Access to European Union law
EUROPA > EUR-Lex Home
OFFICIAL JOURNAL
SIMPLE SEARCH
by word
by document number
by date
by OJ reference
by CELEX number
more options...
ADVANCED SEARCH
COLLECTIONS
Treaties
International agreements
Legislation in force
Preparatory acts
Case-law
Parliamentary questions
PRACTITIONER'S CORNER
Budget of the European Union
ECICS
The institutions' registers
TARIC
EU Pesticides Database
EU legislation on statistics
About EU law
Summaries of EU Legislation
The ABC of European Union law
Legislative drafting
Last updated: 01/06/2011
News
Thematic files
Legislation on selected themes
01/06/2011: Volunteering » new
Selection of new documents
31/05/2011: Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO2 emissions from light-duty vehicles (Text with EEA relevance) pdf
31/05/2011: 2011/314/EU: Commission Decision of 12 May 2011 concerning the technical specification for interoperability relating to the 'operation and traffic management' subsystem of the trans-European conventional rail system (notified under document C(2011) 3099) (Text with EEA relevance) pdf
31/05/2011: 2011/321/EU: Commission Implementing Decision of 27 May 2011 establishing, pursuant to Directive 2006/7/EC of the European Parliament and of the Council, a symbol for information to the public on bathing water classification and any bathing prohibition or advice against bathing pdf
19/05/2011: Directive 2011/51/EU of the European Parliament and of the Council of 11 May 2011 amending Council Directive 2003/109/EC to extend its scope to beneficiaries of international protection (Text with EEA relevance) pdf
19/05/2011: 2011/286/EU: Decision of the European Parliament and of the Council of 2 May 2011 on mobilisation of the European Union Solidarity Fund, in accordance with point 26 of the Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management pdf
Newsletter 18/4/2011 de en fr
English (en)
Please select a language
български (bg)
español (es)
čeština (cs)
dansk (da)
Deutsch (de)
eesti keel (et)
ελληνικά (el)
English (en)
français (fr)
Gaeilge (ga)
italiano (it)
latviešu valoda (lv)
lietuvių kalba (lt)
magyar (hu)
Malti (mt)
Nederlands (nl)
polski (pl)
português (pt)
română (ro)
slovenčina (sk)
slovenščina (sl)
suomi (fi)
svenska (sv)
Connection
Free registration
www.eu2011.hu
Other sites managed by the Publications Office
N-Lex
A common gateway to national law

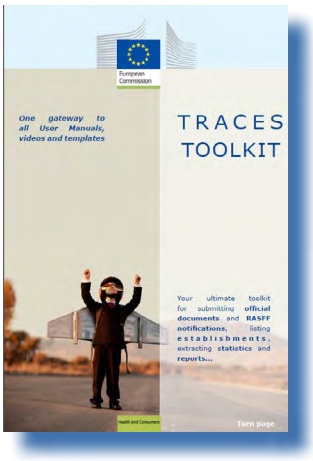
IV.6. 'INFORMATION'

The 'Information' button in the top right of the TRACES window will redirect you to the TRACES Toolkit, [83] on the CIRCABC [84] Information website.

TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mk mt nl nw pl pt ro ru sk sl sq sr sv tr zh Information Logout
@traces-cbt.net
/TRACES/Welcome Page
Privacy statement

The TRACES Toolkit [85] serves as your gateway to further TRACES user manuals, videos and templates.
For the submission of import certificates, we would recommend viewing the instructional videos produced.

The TRACES Toolkit [86] contains all useful information in one 'platform' document, and assists you in your use of TRACES.


European Commission
One gateway to all User Manuals, videos and templates
TRACES TOOLKIT
Your ultimate toolkit for submitting official documents and RASFF notifications, listing establishments, extracting statistics and reports...
Health and Consumers
Turn page

83 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd
84 CIRCABC: Communication and Information Resource Centre for Administrations, Businesses and Citizens.
85 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd
86 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

V. FAQ

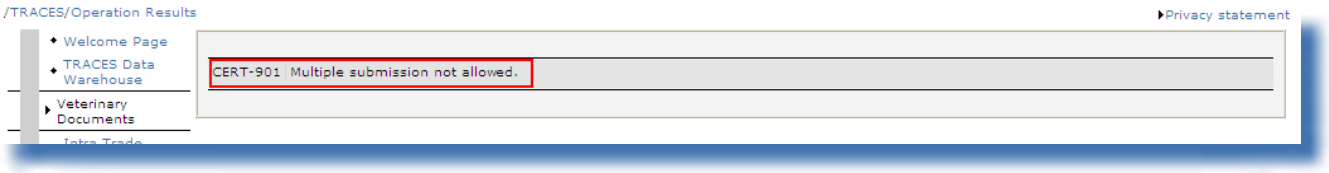
V.1. You cannot submit an new import certificate

If you do not see a 'New' button in the 'Veterinary certificate to EU' submenu when you want to submit a new import certificate, it might be that your TRACES profile is not linked to the correct competent authority at the non-EU LVU/CCA, but to a non-EU BIP.

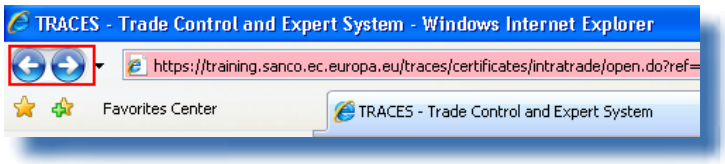
As each TRACES profile is assigned specific access rights, this may explain why some functions are inaccessible to you.

Please double-check with your competent authority as to which competent authority you are actually linked to in TRACES.

V.2. Alert message: 'Multiple submission not allowed'

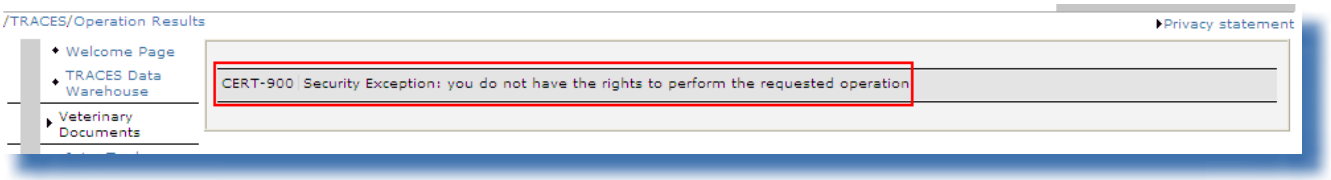


The alert message '*Multiple submission not allowed*' may appear when you are trying to validate, submit, delete, etc. data (import certificate, organisation, user account, etc.) in TRACES and you use the 'back' and 'forward' buttons, which in fact belong to the internet browser (MS Internet Explorer, Firefox Mozilla, etc.).


TRACES - Trade Control and Expert System - Windows Internet Explorer
https://training.sanco.ec.europa.eu/traces/certificates/intratrade/open.do?ref=
Favorites Center
TRACES - Trade Control and Expert System

As the 'back' and 'forward' buttons are not part of TRACES, but belong to your internet browser, you will not be able to use them in order to 'undo' an action carried out in TRACES.

V.3. Alert message: 'Security exception: you do not have the rights to perform the requested operation'


/TRACES/Operation Results
Privacy statement
Welcome Page
TRACES Data Warehouse
Veterinary Documents
CERT-900 Security Exception: you do not have the rights to perform the requested operation

The alert message '*Security exception: 'you do not have the rights to perform the requested operation'* may appear on your TRACES screen if you:

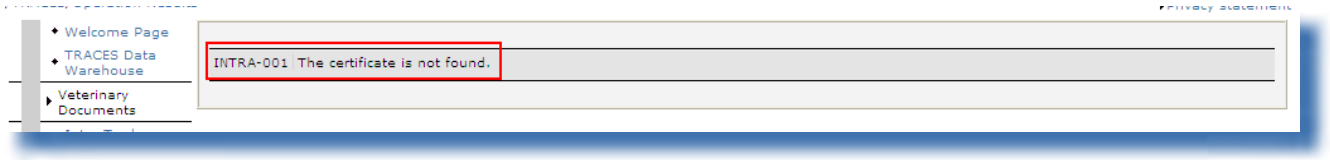
1/ try to save modifications to an import certificate if its status has since been modified by another TRACES user.

Indeed, it could be that one of your economic operator or competent authority colleagues has in the mean time already processed the import certificate, by certifying or deleting Part I (Consignment) of the import certificate, so that accessing/processing the import certificate is no longer possible.

2/ try to access an import certificate type for which your TRACES profile does not have the correct access rights, [87] by entering the import certificate reference number in the URL bar of your internet browser.

More information can be found under heading 'III.1.1. Workarounds and limitations'.

V.4. ALERT MESSAGE: 'THE CERTIFICATE IS NOT FOUND'



The alert message '*The certificate is not found*' may appear on your TRACES screen if you try to access a 'New' import certificate that has already been deleted by another TRACES user, following an automatic e-mail notification sent by TRACES.
Indeed, it could be that one of your economic operator or competent authority colleagues has in the mean time already deleted the import certificate.

V.5. ALERT MESSAGE: 'GEN 002...' (UNEXPECTED FAILURE ALERT)

We invite you to fill in the TRACES problem statement report available with the TRACES Toolkit. [88]

Please send it to the TRACES Team at sanco-traces@ec.europa.eu, adding your competent authority in CC (*Carbon Copy*) to your message. [89]

87 e.g.: CVED when you are a TRACES user linked to a non-EU LVU/CCA.

88 TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

89 A problem statement report is available with the TRACES Toolkit.

VI. Further information and contact details

We strongly recommend that you, as a TRACES economic operator, contact your competent authority which will answer your questions or redirect you to the relevant competent authorities in charge.

Also at your disposal:
The TRACES Team, for questions concerning the functioning of TRACES as a web-based system:

TRACES Toolkit, which includes a heading on 'Contingency Plan' [90] and 'Problem Reporting' [91]
TRACES presentations [92]
E-mail: sanco-traces@ec.europa.eu [93]
Tel.: +32 2 297 63 50
Fax: +32 2 299 43 14

The LMS website, [94] for questions concerning the official listing of establishments.

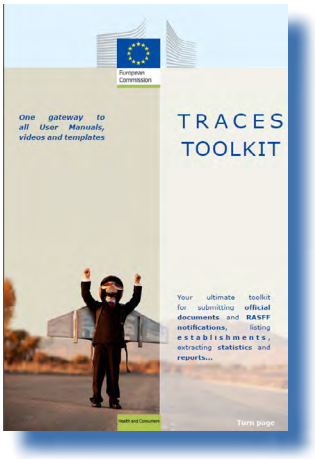
The RASFF website, [95] for questions concerning the 'Rapid Alert System on Food and Feed'.

The online customs tariff database (TARIC), [96] for questions concerning the Combined Nomenclature code used by BIPs.

The BTSF website, [97] for questions concerning 'Better Training for Safer Food'.

The EUROPHYT website, [98] for questions concerning 'Plants and Plant Products'.

The EXPORT Helpdesk, [99] for questions concerning requirements and taxes for internal market access, import tariffs and customs duties.


European Commission
One gateway to all User Manuals, videos and templates
TRACES TOOLKIT
Your ultimate toolkit for submitting official documents and RASFF notifications, listing establishments, extracting statistics and reports...
Health and Consumers
Turn page

90 Contingency Plan: https://circabc.europa.eu/w/browse/91fe2ba6-6d69-4bdc-94ad-304b7eb6ff05
91 Problem Statement Report: under construction.
92 TRACES presentations: http://prezi.com/user/TRACES
93 Please include your competent authority in CC with your message when contacting the TRACES team.
94 LMS website: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm
95 RASFF website: http://ec.europa.eu/food/food/rapidalert/index_en.htm
96 TARIC: http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm
97 BTSF website: http://www.foodinfo-europe.com/index.php?lang=english
98 EUROPHYT website: http://ec.europa.eu/food/plant/europhyt/index_en.htm
99 EXPORT Helpdesk: http://exporthelp.europa.eu/thdapp/index_en.html

Author
Annelies VAN RANST

TRAde Control and Expert System (TRACES) is a management tool for **tracking movements** of animals, products of animal origin from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to **improve** the relationship between the **private** and **public sectors**, and to **strengthen cooperation** between EU parties. It aims to **facilitate trade**, to **enhance the safety** of the food chain and to **protect animal health**.

This system **consolidates** and **simplifies** the existing systems. It is a major innovation in improving the **management of animal diseases** and reducing **the administrative burden** on economic operators and competent authorities.

Dr Didier CARTON
Head of the TRACES Sector

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DG Health and Consumers
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E-mail: sanco-traces@ec.europa.eu
http://ec.europa.eu/traces/
http://prezi.com/user/TRACES/

This information sheet is intended for TRACES users.
You can find this document and download it at:
https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd

Updated: 09 Oct 2013

Health and Consumers